



## California Association for Environmental & Outdoor Education Executive Director

The California Association for Environmental & Outdoor Education (AEOE) is a non-profit organization working to advance the impact of outdoor and environmental education in the state of California.

The Executive Director will serve part-time, approximately 20 hours per week, performing duties assigned by the AEOE Board of Directors. This position will work directly with the AEOE Board of Directors to develop a work plan, and will report directly to the Board. Core functions include fundraising, capacity building, marketing, & developing projects aligned with AEOE's mission. The position is for a 1-year term, with the opportunity to extend that term if agreeable to all parties. The employee will work predominantly from home. Travel is required.

**Note:** *After the initial contract year, the executive director is responsible for increasing growth and capacity over time.*

### Summary of Essential Job Functions

- Coordinate donor cultivation and management, grant writing, annual appeals, sponsorship solicitations, and other fundraising and development needs of AEOE.
- Spearhead AEOE's California Environmental Education Certification Program (EECP) under the guidelines of the North American Association for Environmental Education (NAAEE).
- Maintain donor database and manage grants.
- Work closely with Membership Chair on membership cultivation and management of the membership database.
- Work closely with the Conference Chair to promote and strengthen program offerings including but not limited to our signature event, the annual statewide conference.
- Represent AEOE through its partners and affiliates, including but not limited to: NAAEE, CA Outdoor Engagement Coalition, etc.
- Attend national, statewide and regional meetings and conferences to represent AEOE's interests and foster publicity, partnerships, and outreach.
- Act as liaison with community, state, national, and international organizations to foster publicity, partnerships, and outreach for the organization.
- Support AEOE Board of Directors and committee chairs with the advancement of AEOE's projects and mission.
- Develop communication strategy with AEOE's individual and organizational members.
- Engage in long-term and short-term strategic and operational planning
- Hire and supervise contract and paid staff
- Other duties as assigned.

### Deliverables:

- Provide monthly activity report to Personnel Committee, including number of hours worked, tasks accomplished, and status of work
- Work with Treasurer to provide monthly financial report to the Board
- Attend board meetings and provide reports with summary of activities and status of ongoing projects. Reports shall include strategic planning updates from the executive director and committee chairs.
- Send monthly reports on progress and activities to board liaison.
- Develop an annual operational workplan and manage strategic direction.
- Fundraise equivalent to at least 50% of annual salary

### Preferred Experience

The ideal candidate will show a demonstrated commitment to environmental education, the goals of AEOE, and have a strong interest in broadening the impact of outdoor and environmental education in California. In addition, the ideal

candidate will have the following:

- Three years' experience in managing in a nonprofit organization
- Track record in financial development, grant writing, and collaborating through strategic partnerships
- Experience in board management, public relations, business, and/or marketing for a nonprofit organization
- Strong passion for and familiarity with environmental education and an understanding of the field in the state, nationally, and internationally
- Experience with website development and maintenance as well as use of social media for marketing
- Experience with bookkeeping or financial management
- Excellent written and verbal communication skills
- Proficient with Microsoft Office Suite and Google Suite
- Ability to work well independently and as part of a team
- Strong networking and interpersonal skills
- Entrepreneurial spirit
- Bachelor's in related field from an accredited college or university required, advanced degree preferred

Candidate must reside in California and have the ability to work from a location with reasonable access to telephone and high-speed internet service. They must also have reliable transportation and be able to travel for meetings, conferences, etc. and be available for some weekend and evening work.

**Salary:** \$40,000, plus \$5,000 stipend provided for benefits.

**How to Apply:**

Send Resume, Cover Letter, and Writing Sample to [aeoe.ca@gmail.com](mailto:aeoe.ca@gmail.com)

*Position Open Until Filled*

AEOE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, AEOE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AEOE expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of AEOE's employees and board members to perform their job duties may result in discipline up to and including discharge.