



Job Announcement - Executive Director, Ogden Nature Center

The Ogden Nature Center is seeking its next executive director to lead this well established, award-winning nonprofit organization in fulfilling its mission, and ensuring continued community engagement and financial health.

Mission of the Ogden Nature Center

The mission of the Ogden Nature Center is to unite people with nature and nurture appreciation and stewardship of the environment.

About the Ogden Nature Center

Founded in 1975, the Ogden Nature Center was Utah's first nature center, created as a grass roots effort by community volunteers. This nonprofit organization is located just minutes from downtown Ogden, and is situated on city land, operating independently under a long-term lease agreement. A beautiful 152-acre nature preserve, the Ogden Nature Center features over 1.5 miles of quiet trails, ponds, open fields and meadows, wetlands, woods, and magnificent panoramas of the Wasatch Mountains. Visitors enjoy wild-life viewing, meeting resident birds of prey, touring low water use perennial gardens, and utilizing two award-winning green buildings, treehouses and a nature-themed playscape. Additionally, the Ogden Nature Center North is a separate 23-acre park that provides open space and neighborhood trails, and serves as a main trailhead to the Bonneville Shoreline Trail North.



L.S. Peery Education Building

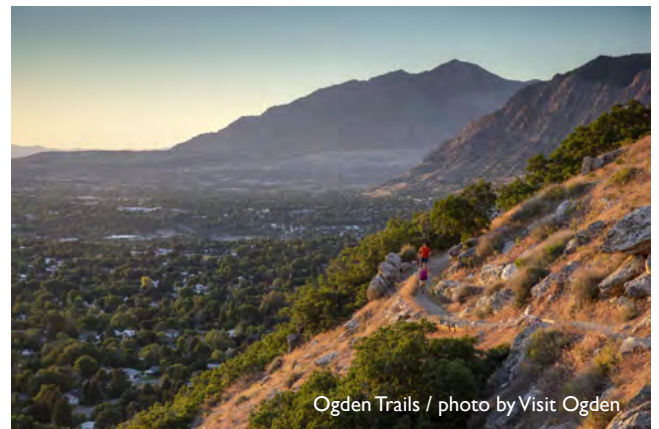
The Ogden Nature Center serves more than 60,000 people each year through school field trip programs, outreach efforts that take our staff and educational programs to all public elementary schools throughout Utah, summer camps, community events, and self-guided interpretive experiences. To accomplish its work, the Ogden Nature Center employs ten full-time and six part-time staff, plus two AmeriCorps volunteers and is assisted annually by over 1,000 volunteers.

Core Values of the Ogden Nature Center

- Hands-on experiential learning based on discovery and scientific principles
- Teamwork among members of the Board of Directors, staff, volunteers, and community
- Highest standards of professional and personal integrity
- Dedication to the Ogden Nature Center and its mission
- Fun as a part of everything we do
- Appreciation of art and beauty
- Highest level of quality in everything we do
- Outreach to all members of the community

About Ogden, Utah

Ogden is located at the foot of the Wasatch Mountains, ten miles east of the Great Salt Lake and 40 miles north of Salt Lake City. It is the home of Weber State University. With a city population of approximately 87,000 and 250,000 in the greater metroplex, Ogden has a rich cultural life that compliments its fantastic access to mountain canyons and trails, public lands, and outdoor recreation.



Ogden Trails / photo by Visit Ogden



Downtown Ogden / photo by Visit Ogden

Responsibilities

The Executive Director (ED) is responsible for leading and managing the staff and operations of the Ogden Nature Center (ONC) in accordance with its strategic plan under the guidance of the Board of Directors. The ED shall secure the resources necessary to fulfill ONC's mission, annual operations, and capital projects by cultivating financial and community support from individuals, foundations, corporations, educational entities, organizations, and governmental entities. Ensuring the proper management of the facilities, land, and property, the ED shall work towards continued improvements to visitor amenities and programs. The ED shall work closely with the Board of Directors to ensure the strategic plan and other plans are current, relevant and updated as necessary, and will provide the support needed to the board to ensure quality governance and strategic planning.

Qualifications, Skills, and Competencies

- Community minded and mission-focused leader
- A demonstrated ability to lead through and toward shared vision and values
- A big picture thinker, who pays attention to the details of day-to-day operations
- Success in cultivating and nurturing donors and supporters, showing a strong ability to build trust and enduring relationships
- Ability to attract, inspire, collaborate with, and motivate others
- Non-profit management experience, including knowledge of compliance with all federal, state, and local laws and regulations governing the activities of the organization
- Strong fiscal oversight and budgeting skills, and knowledge of nonprofit accounting
- Ability to think strategically and implement tactically
- A skilled diplomat who can interact with a wide variety of constituents, partners, and donors



Meadow near the Visitor Center



Requirements

- Bachelor's degree is required, ideally in Biology or similar field of science, education, nonprofit management, business, or a related field. Master's degree or higher is preferred
- Strong written and oral skills. An excellent communicator with grant writing skills and an excellent public speaker
- Three to five years in a leadership role with a nonprofit organization is highly desirable
- Computer skills, including Microsoft Office, Google, and database experience
- This position requires the ED to be generally physically present at the Ogden Nature Center
- Attendance at after-hour community events, speaking engagements, and partner meetings is required
- Must be able to walk the nature preserve, on uneven terrain and in all weather conditions

Benefits and Compensation

- Opportunity to work with dedicated, passionate, and creative staff at an organization that is financially healthy, well-loved, generously supported by the community, and repeatedly recognized for excellence.
- Competitive benefits include pooled paid time off, paid vacation days over the winter holidays, group health insurance plan, dental and vision insurance plan. Simple IRA retirement plan with company match, and paid holidays.
- \$85,000 - \$100,000 starting pay or commensurate with experience and expertise

To Apply

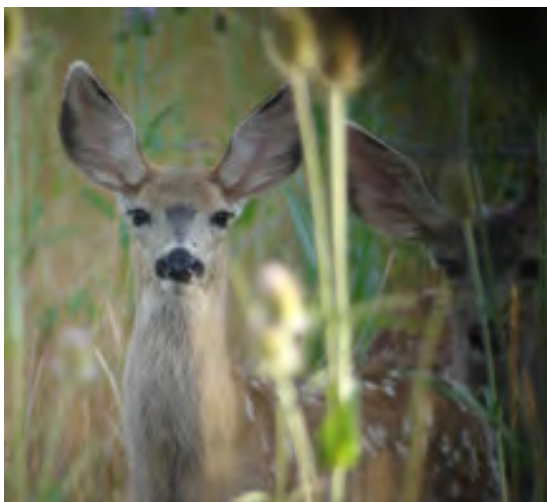
Interested candidates are asked to submit a cover letter, resume, and list of at least three professional references. Please send these materials in a single PDF to the search committee to: jobs@ogdennaturecenter.org.

For More Information

www.ogdennaturecenter.org

Full job description below.

For questions, contact Stephanie Speicher, Board Chair, at stephaniespeicher@weber.edu





Job Description: Executive Director

Reporting to the Board of Directors, the Executive Director (ED) has the overall strategic, financial, and operational responsibility for achieving Ogden Nature Center's (ONC) mission and vision. The ED will ensure continued fiscal health of the organization and is responsible for staff leadership and development and retention, program delivery, and maintenance of the nature center property and structures. The ED will lead and manage all aspects of ONC and report to the Board of Directors.

Salary: \$85,000 - \$100,000 or commensurate with experience and expertise

The salary for this position will be determined through a comprehensive evaluation of the candidate's expertise, experience, and career span. Our compensation philosophy is to offer competitive and fair salaries that reflect the value and contributions of our employees. During the interview process, we will discuss your qualifications and experience to arrive at a mutually beneficial compensation package.

Work Schedule and Conditions: Salaried exempt full-time position. This position requires the executive director to be generally physically present at the Ogden Nature Center during working hours. This is an on-site position. Attendance at after-hour community events, speaking engagements, and partner meetings is required.

Key Responsibilities:

Community Relations and Building Partnerships

The ED is responsible for developing and enhancing relationships with key stakeholders, including the City of Ogden and surrounding region, governmental agencies, chambers of commerce, corporations and businesses, environmental/conservation organizations, Weber State University, area school districts and other educational institutions, and other entities.

The ED shall:

- Develop strategies to enhance the local, regional, and statewide profile of ONC through public, professional, and personal contacts
- Ensure that ONC is an integral part of the community and represent ONC at community events
- Participate in appropriate civic, professional, and other organizations and activities
- Develop, maintain, and enhance relationships with donors and members of ONC
- Develop strategies to attract new members, maximize current member commitment, and encourage member participation in activities of ONC



Leadership and Management

The ED leads and manages the staff and volunteers to ensure all are working towards the strategic vision, and in accordance with all applicable laws, regulations, Ogden Nature Center policies, and Board guidance/decisions. The ED ensures the organization complies with all FASB, IRS, and other local, state, and federal regulations and standards as they apply to the Ogden Nature Center.

Financial Sustainability

The ED is responsible for securing the resources necessary to fulfill ONC's mission, cultivating financial and political support from individuals, corporations, organizations, foundations, and government officials and entities. The ED shall seek entrepreneurial opportunities to enhance program offerings and community collaboration and will seek a variety of income streams from members, donors, and other sources of revenue.

The ED is responsible for ensuring the Strategic Plan and other plans are current, relevant, and updated as necessary, and will work with the Board to ensure quality governance and strategic

planning. The ED will model effective working relationships with all board members, communicating with the Board and serving as ex-officio members of the Board and Committees. The ED shall inform the Board of any significant issues on a timely basis.

Maintenance and Nature Center Grounds

The ED manages the facilities, property, and built infrastructure in accordance with the lease, the by-laws, applicable laws and regulations, permits, the current strategic plan, and any guidance/policy from the Board. The ED is responsible for the strategic plan and vision for ensuring that the nature center remains a valuable ecological resource for native species.

Qualifications:

- Passion for the natural world and mission-driven work
- Demonstrated leadership ability and a team player
- Nonprofit administration experience
- Program development expertise
- Effective and excellent communication skills, both written and oral
- Fundraising skills including grant-writing and donor cultivation and retention
- Demonstrated financial management and budgeting skills
- Knowledge of and passion for conservation, environmental education, and the field of natural resources
- A minimum of a Bachelor's degree, preferably in a related field. M.A or M.S. preferred