



## **The Catskill Center for Conservation and Development**

### **Catskill Interpretive Center Director Job Posting**

#### **About the Maurice D. Hinchey Catskill Interpretive Center**

The Maurice D. Hinchey Catskill Interpretive Center (CIC) is the gateway to the Catskills for visitors and residents alike and serves as the Catskill Park's visitor center. Located on Route 28 in the hamlet of Mount Tremper, the CIC is managed by the Catskill Center for Conservation and Development (Catskill Center) in partnership with the New York State Department of Environmental Conservation (DEC). Its mission is to help visitors learn about the natural, recreational, cultural, agricultural and historical resources of the Catskills. The CIC currently consists of an approximately 62-acre site, which includes the CIC building; approximately 1 mile of walking trails, road and parking improvements; and an informational kiosk that provides visitors with Catskills information when the CIC is closed.

Through its operating agreement with the DEC, the Catskill Center is responsible for the day-to-day management and operation of the CIC. To assist with the operations, the Catskill Center has partnered with several regional non-profit organizations (operating partners) who donate staff time and volunteers to the CIC. The operating partners currently include the Catskill Mountainkeeper, Catskill Mountain Club, Catskill 3500 Club, and New York-New Jersey Trail Conference. The CIC receives significant operational support from the New York City Department of Environmental Protection and the Catskill Watershed Corporation. Additional funding comes from multiple sources. In addition, the Catskill Center actively recruits volunteers to assist with staffing the CIC. There are approximately 40 volunteers who actively work at the CIC.

For more information about the CIC, visit [www.CatskillInterpretiveCenter.org](http://www.CatskillInterpretiveCenter.org).

#### **About the Catskill Center**

The Catskill Center for Conservation and Development preserves and enriches the environmental, economic and cultural well-being of the Catskill region through collaboration, inspiration and stewardship. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

Since its founding in 1969, the Catskill Center has partnered with regional organizations and local and state governments to develop a wide variety of programs and initiatives, playing a pivotal role in

balancing the preservation of the region's natural beauty and environmental integrity with a commitment to advancing sustainable economic development within the counties and communities of the Catskills.

For more information about the work of the Catskill Center, visit [www.catskillcenter.org](http://www.catskillcenter.org).

### **Catskill Interpretive Center Director**

The Catskill Center seeks an individual to fill the position of Catskill Interpretive Center Director (Director). This position will oversee the management, operation and programming of the Catskill Interpretive Center. The individual in this position will work closely with the Executive Director and Board of Directors of the Catskill Center to ensure the success of the CIC.

The CIC has an annual budget of approximately \$150,000, 1 part-time staff member, 5 operating partners, and approximately 40 volunteers. The Director will be responsible for the fiscal, administrative, operational, and programmatic work of the CIC. The Director will partner closely with the Executive Director of the Catskill Center on the outreach and development work for the CIC.

The Catskill Center is currently evaluating proposals for a design study for the development of new exhibits and information for use at the CIC. The Director will be the project manager for the design study and will lead the implementation of the study at the CIC when it is completed.

This is a full-time position based in the Catskill Center's office at the Catskill Interpretive Center and requires occasional travel to different meeting locations throughout the region.

### **Job Responsibilities**

Under the supervision of the Catskill Center's Executive Director, the individual filling this position will be responsible for:

#### *Catskill Center Related*

- Efficiently and effectively implementing the Catskill Center's strategic vision for the CIC's critical work in the region;
- Overseeing the day-to-day management and administration of the CIC;
- Acting as the point of contact between the Catskill Center Executive Director and CIC contacts;
- Representing the Catskill Center's Executive Director at meetings which the Executive Director cannot attend; speaking for the executive when necessary with regards to CIC matters;
- Attending Catskill Center Board of Director meetings and serving on the Board of Directors' CIC Sub-Committee; Keeping the Executive Director and Board of Directors fully informed of all significant administrative, financial, program and policy matters so that the Board can govern effectively and engage in a constructive manner;
- Preparing and managing the CIC budget for the Catskill Center;
- Cultivating public and private funding and creating sustainable revenue streams from diverse sources including individual donors, foundations, corporations and government agencies.
- Stewarding all grants and contracts with full compliance to attract renewals as well as new funding;
- Developing and maintaining a robust membership program for the CIC in collaboration with staff involved in the Catskill Center's membership program;
- Maintaining donor confidence and protecting operations by keeping information confidential;
- Managing the CIC Design Study project and its implementation, effectively working with the design team and coordinating with stakeholders;

### *Collaboration*

- Representing the CIC to the greater community; serving as public spokesperson about the CIC's work; communicating effectively both orally and in writing to stakeholders, donors, governmental agencies and representatives, Board, staff, and media about the CIC; promoting the work and achievements of partner organizations; increasing awareness of the CIC's role in the region;
- Developing a collaborative agenda with CIC partners and Catskill communities to represent regional interests to benefit the Catskills and the CIC;
- Leading collaborative efforts with the CIC operating partners, including developing operating partner agreement, strengthening relationships with operating partners, and cultivating new operating partners for the CIC;

### *DEC Coordination and Cooperation*

- Working with the DEC to ensure management agreement compliance; Developing strong relationship with DEC staff to ensure cooperative management of the CIC;
- Overseeing, with DEC, the management and care of the 62-acre CIC site;
- Coordinating with DEC on implementation of capital improvement projects including, but not limited to fire tower, pavilion, road sign and ranger cabin;

### *Operations*

- Coordinating and overseeing the operation of a regional visitor center;
- Ensuring high levels of visitor satisfaction through excellent service at the CIC;
- Organizing, scheduling and holding events and activities;
- Cultivating the staff and volunteers; actively fostering team spirit and morale; supporting staff and volunteer work and building organizational capacity through mentorship and coaching. Assessing individual performance and developing a plan for growing staff and volunteers to meet strategic goals of the CIC;
- Maintaining operational, statistical, financial and development records as necessary;
- Coordinating updates of electronic and print information to keep content at the CIC relevant;
- Directing CIC promotion and marketing efforts in concert with overall Catskill Center communications, promotion and marketing efforts, while ensuring all information meets organization's standards;
- Maintaining web and social media presences;
- Managing CIC gift shop: stock, pricing and cash controls; and
- Ensuring compliance with health and safety regulations

### **Required Qualifications**

*Previous experience in similar role is strongly preferred.* Preference will be given to a candidate who has focused experience in business and/or facility management activities. The individual filling this position must have the following qualifications and attributes:

- Patience;
- Sincere desire to work with the public;
- Ability to perform complex work with minimal supervision;
- Strong and verifiable financial, administrative, and human resource management competencies;
- Proven track record of successful public and private fundraising;
- Exceptional organizational skills;
- Ability to multitask and prioritize daily workload;
- Strong ability to communicate effectively, with sincerity and clarity;
- Excellent writing abilities;
- Exemplary planning and time management skills;

- Excellent interpersonal and collaboration skills;
- Proven experience as a manager;
- Deep familiarity with computer hardware, software and the web;
- Attention to detail;
- Discretion and confidentiality;
- Proficiency in English; and
- Bachelor's degree

Strong candidates will have some of the following skills and qualifications:

- Eagerness to learn new and improve existing skills;
- Experience working with government agencies;
- Experience working with volunteers;
- Business or facility management experience;
- Visitor center work experience;
- Interest in outdoor recreation, history and ecology;
- Knowledge of Giftworks, Salesforce or other donor contact databases;
- Non-profit management experience; and
- A strong record of integrity and ethical sensibility

The position offers a regionally competitive salary and a comprehensive benefits package. The Catskill Center is an Equal Opportunity Employer.

**Applications will be reviewed as they are received. Position open until filled.**

**Please send application package, including cover letter, salary requirements, resume, writing sample of your choice, and three professional references to [jobs@catskillcenter.org](mailto:jobs@catskillcenter.org)**

**No calls please.**