

## Director of Operations



Wesselman Woods (WW) is a 501(c)(3) not-for-profit, environmental organization. We were founded in 1972 to protect the largest urban, old-growth forest in the United States, a 200-acre tract in Evansville, Indiana now known as Wesselman Woods Nature Preserve. Our mission is to create experiences which connect people with nature, motivate them to lead sustainable lives, and take action to protect wildlife and wild places.

Join us at WW to serve as a catalyst for environmental stewardship, regional sustainability, and quality of life through conservation, preservation, research, and education. Our staff share enthusiasm to protect these precious woods and to maintain a safe and well-run organization.

The Director of Operations (DO) is a senior manager at WW. This position is the great organizer, the mediator, and the “glue” at WW – this position keeps the momentum rolling with staff, volunteers, and guests. The DO is responsible for overseeing the strategic plans and implementation of our environmental education interpretative program, protecting and conserving natural resources on all properties, and managing research efforts. This position manages the day-to-day operations of the organization, and drives all initiatives from planning to execution. This position is responsible for seeking out funding sources through grants, foundations, and community networks.

### Duties Include

- Develop a staffing (paid and volunteer) structure that supports the efficient delivery of programs and services that accomplish the goals of the strategic plan;
- Develop, oversee, and adjust strategic long-term plans for the Education & Natural Resources Department;
- Provide support to Education & Natural Resources Department staff when needed – whether this be logistical or manual labor;
- Review research projects as requested with the Director of Natural Resources & Research or Director of Environmental Education;
- Search for research opportunities with local, regional, and national academic institutions;
- Lead adult or children educational programming when needed and necessary;
- Partner with the Director of Marketing & Community Engagement to substantiate programmatic offerings, events, and artistic direction;
- Act as a mediator between staff, volunteers, and guests – this position requires an individual to be understanding of diverse perspectives but clear on our values and commitments at WW;
- Continually update policies, procedures, job descriptions, and manuals;
- Serve as the great organizer of WW/HW – ensure spaces and places are clean, free of clutter, and archived properly;
- Provide direction for weekly volunteer work crews with the Director of Facilities and Director of Natural Resources & Research;
- Assist in preparation, set-up, and clean up for festivals, events, and fundraisers;
- Cultivate working relationships with Evansville City officials, DNR, conservation-driven organizations, and corporate sponsors;
- Identify funding sources through grants, foundations, or community networks;
- Develop sponsorship levels and goals with the Executive Director;
- Write grants with the Director of Natural Resources & Research and Director of Environmental Education;
- Participate on the board Education Committee as well as the Natural Resources Committee;
- Oversee and streamline budgets for the Education & Natural Resources Department;
- Ensure that we are maintaining local, state, and federal compliance at WW/HW.

### Qualifications

- Bachelor’s degree from an accredited college or university in either environmental sciences, natural resource management, nonprofit leadership, and/or forestry. Preferably a master’s degree
- Proven ability to identify, develop, and retain meaningful relationships with internal and external community stakeholders
- Proven ability with writing grants and proposals

- Must have supervisory and/or management experience

This position directly reports to the Executive Director.

These positions report to the DO: Administrative Manager, Director of Natural Resources & Research, Director of Environmental Education, Wildlife Curator & Educator, and Director of Facilities.

**Time Requirement:** 40 hours per week, salaried position (\$50K) • **Availability:** Weekdays, weekends, evenings, holidays, and emergencies as needed

If you are interested in becoming the DO, please send the following documents to the Executive Director, Zach Garcia, at [zach@wesselmanwoods.org](mailto:zach@wesselmanwoods.org) (subject line: Director of Operations):

- **Resume**
- **3 References**
- **2 writing samples**
- **Cover letters are antiquated. Please answer each question in less than 500 words:**
  1. Please tell us your thoughts on diversity, inclusion, and equity and their importance at nature centers.
  2. We are seeking someone who is fun, innovative, and resourceful. Please share a few creative funding strategies or mission-based programs.
- **Scenarios. If selected for an initial interview, I will provide you five scenarios via email. During the interview, I would like you to take me on a generalized decision-fueled journey on what you would do in each scenario.**

*Wesselman Woods provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state, or federal laws.*