Position Summary
Irvine's **Director of Education** is responsible for overseeing all aspects of the Nature Center's educational programs and exhibits, including but not limited to, school programs, public programs, summer camps, education outreach and early childhood education. The **Director of Education** provides leadership and direction to ensure Irvine’s programs are well-balanced, of consistent high quality, mission-focused, fiscally sound and highlight Irvine’s natural resources as well as local and global environmental issues. The Director helps promote the Center, supervises education staff, leads programs and assists with events and long-term strategic planning. This full-time position reports to the Deputy Director.

Position Responsibilities:

**Programs, Exhibits and Trails**
- Oversee the implementation of all Irvine school programs, including field trips, classroom outreach, teacher training, early childhood education, etc. Ensure all school programs are mission-based, fiscally sound and support current national, state and local education standards and guidelines
- Oversee the implementation of all Irvine programs offered to members and the public, including summer nature camp, newsletter offerings, scouts, garden clubs and library programs, nature birthday parties, etc.
- Provide leadership and vision in designing and evaluating new programs and written education materials with a particular focus on expanding adult audiences
- Teach programs in all above areas as needed; assist in the training and evaluation of education volunteers
- Oversee the planning and implementation of educational displays and live animal acquisitions for a newly re-designed exhibit hall
- Assist in setting policies for any new land features, trails, plantings, nest boxes, habitats and gardens

**Other**
- Serve as a member of the Irvine Leadership Team
- Attend Irvine Full Board meetings and serve on Board Committees as assigned
- Prepare monthly and annual education reports and summaries; write newsletter articles and notes
- Work with Marketing Department to help expand Irvine’s audience and meet attendance goals
- Assist Development Department in preparation of grants and reports that support education programs and new capital projects
- Oversee the management of the annual budgets for all education programs
- Assist in the planning of Irvine’s Education special events
- Evaluate potential new programs and educational partnerships with other community organizations
- Ensure implementation of the education sections of Irvine’s Strategic Plan, assist with writing of a new plan
- Supervise, support and evaluate education staff; interview and hire additional staff as needed

**Skills Needed:**
- Master's degree in education, natural science or related field
- Minimum five years supervisory and management experience
- Strong background in natural science and environmental education
- Highly organized with ability to effectively multi-task
- Excellent communication skills, both written and verbal
- Ability to work effectively with both children and adults
- Experience with staff/volunteer recruitment, organization and management
Salary: $65,000-70,000 and includes full benefits including health insurance and retirement matching.

To apply: Please send your resume, cover letter and three references to HR@ExploreNature.org.

Please note: Employment is contingent upon completing and passing a criminal background check and fingerprinting.

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. 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.
ABOUT IRVINE NATURE CENTER

Irvine Nature Center is the largest private nonprofit environmental education center in the greater Baltimore region. Our mission is to encourage lifelong engagement with the natural world through environmental learning and green living. At Irvine, we inspire people to explore, respect and protect nature.

Founded in 1975 by Olivia Irvine Dodge, Irvine was originally located on the campus of St. Timothy’s School in Stevenson, but its programs were so popular that it eventually outgrew the rented facilities. In June 2008, Irvine moved to 116 ecologically diverse acres in the Caves Valley donated to us by the State of Maryland. In October 2015, a very generous gift from a local philanthropist enabled us to acquire an adjacent property that brings our total footprint to nearly 210 acres. After laying out trails, moving paths, building boardwalks, and installing directional signs, Irvine opened the property to the public on June 23, 2018.

Our 211-acre property is rich in wetlands, forests and meadows, making it ideal for our environmental education programs and a treasured resource in a region that is becoming increasingly urban. Our campus includes a 17,200-square-foot visitor center with interactive exhibits, educational gardens, an Outdoor Classroom, a Native American site, an aviary currently housing five raptors, a 66-acre restored wetlands, and 7.5 miles of trails, all surrounded by nearly 1,400 acres of protected land. Irvine’s trails and exhibit hall are open to the public year-round, Tuesday-Sunday.

We offer more than 800 environmental education opportunities each year, including school field trips, outreach to schools and the community, after-school programs, summer nature camp, Scout programs, volunteer naturalist training, a native plant seminar, and countless lectures, workshops, and special events. We also are a popular location for nature-themed weddings and birthday parties. Our popular Nature Preschool has spawned other early childhood education programs that have grown substantially over the past three years.

This wide range of programs and services has enabled us to diversify our funding and ensure our financial sustainability. FY 2019 income was generated by education programs (37%), philanthropy (35%) and special events (27%).

Irvine is led by a Board of Trustees composed of individuals with expertise in law, business, marketing, higher education, the environment and energy sectors, philanthropy, and the non-profit community, as well as representatives from local garden clubs, volunteers, and parents.

To find out more about Irvine Nature Center, please visit our website at www.ExploreNature.org