

Trout Lake Nature Center Executive Director Job Posting

The Executive Director leads the vision, strategy, and daily operations of a community-centered nature and environmental education organization. This role blends big-picture leadership with hands-on involvement, guiding programs, staff, facilities, partnerships, and finances to ensure the center thrives as a welcoming hub for environmental learning and stewardship.

The Executive Director oversees educational programming, oversees the nature center and grounds, cultivates community and donor relationships, drives fundraising efforts, and ensures strong organizational governance and compliance. This leader represents the organization publicly, champions environmental education, and fosters a positive, mission-driven culture for staff, volunteers, and visitors.

Key Requirements:

Experience & Background

- Proven leadership experience in nonprofits, environmental education, conservation, or related fields
- Demonstrated success in strategic planning, organizational development, and board relations
- Experience managing staff, volunteers, and contracted professionals
- Background in fundraising, donor cultivation, and grant writing
- Experience overseeing budgets, financial reporting, and nonprofit compliance
- Program development experience, ideally in environmental or science-based education

Skills & Competencies

- Strong communication and public-speaking abilities
- Ability to build partnerships with schools, government agencies, nonprofits, and community groups
- Comfortable with hands-on operational work in a small-team environment
- Skilled in relationship-building with donors, members, volunteers, and community stakeholders
- Oversee the management of facilities, grounds, and visitor services
- Strong organizational, administrative, and project-management skills
- Knowledge of environmental regulations, ADA accessibility, and safety standards

Personal Qualities

- Mission-driven, community-oriented leadership style
- Commitment to environmental education, conservation, and sustainability
- Collaborative, inclusive, and supportive approach to team culture
- Adaptable, proactive, and comfortable balancing strategic and operational responsibilities

Education

- Bachelor's degree required; advanced degree in environmental studies, education, nonprofit management, or related field preferred OR relevant experience may be substituted for a bachelor's degree

Benefits:

2 weeks paid leave with the ability to negotiate benefits.