

Executive Director — Job Description

Leadership & Strategic Direction

- In conjunction with the Board of Directors, develop and implement the center’s mission-aligned strategic plan.
 - Guide organizational growth while maintaining the intimate, community-centered feel.
 - Work closely with the Board of Directors, providing updates, recommendations, and long-term vision. Manage progress toward rolling one-, three-and 10-year goals.
 - Foster a positive, inclusive, and mission-driven organizational culture.
 - Establish and maintain clear patterns and channels of authority, responsibility, supervision and communication.
 - Provide regular, effective, and timely communications with the President, Board of Directors and committees.
 - Participate in committees as needed or delegate appropriate staff.
 - Support employees as needs arise.
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Community Engagement & Partnerships

- Serve as the public face of the organization.
 - Build partnerships with schools, governments, nonprofits, businesses and environmental groups and other organizations.
 - Strengthen relationships with donors, members, volunteers, businesses and neighbors through visits and regular communication.
 - Represent TLNC through community, regional, and national engagement and speaking opportunities, professional organization and board participation, and other promotional opportunities.
 - Support website, marketing, communication and social media efforts.
 - Maintain a current understanding of the forces affecting TLNC and its constituents and engage in activities that positively position TLNC as a leader in the field.
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Fundraising & Financial Management

- Lead fundraising efforts including donor cultivation, membership drives, and events. Focus on major foundation and corporate gifts.
 - Write or oversee grant proposals and manage reporting requirements.
 - In conjunction with the Board of Directors, develop and manage the annual budget; ensure financial transparency and sustainability.
 - Work with the board on long-term financial planning and capital campaigns.
 - Work with the Board to maintain appropriate financial reserves.
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Education & Program Oversight

- Oversee staff managing environmental education programs, camps, workshops, and community events.
 - Collaborate with staff to design engaging, age-appropriate, science-based curriculum that meets state standards and reflects best practices in environmental education.
 - Evaluate program effectiveness and adjust offerings based on community needs and feedback.
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Operations & Facility Management

- Oversee the management of the daily operations of the nature center, trails, exhibits, and grounds.
- Ensure visitor safety, ADA accessibility, and compliance with environmental regulations.
- Coordinate maintenance, repairs, and improvements—often hands-on in a small center.



Staff & Contract Labor Management

- Recruit, train, supervise, and evaluate staff.
- Ensure all staff represent TLNC's core values and maintain the highest customer service, safety and program quality standards.
- Create a supportive environment that encourages professional growth and collaboration.
- Manage scheduling, payroll oversight, and HR compliance (scaled to a small nonprofit).
- Oversee work with contracted labor services (or delegate to appropriate staff).



Administration & Compliance

- Oversee the maintenance of accurate records, permits, insurance, and organizational policies.
- Ensure compliance with nonprofit regulations and environmental laws.
- Ensure TLNC operates in accordance with IRS and State of Florida regulations and reports financial performance in accordance with Generally Accepted Accounting Principles.
- Oversee and work with the Board on all legal matters, including all written contracts and formal agreements.
- Prepare reports for the board, funders, and community stakeholders.
- Serve as an emergency contact for facilities and operations needs whenever they arise.



Advocacy & Mission Stewardship

- Champion environmental education, conservation, and community connection to nature.
 - Stay informed on environmental issues and represent the center in relevant conversations.
 - Model sustainable practices in all aspects of operations and programming.
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