



John Bunker Sands Wetland Center

655 Martin Lane – Combine, TX 75159
972-474-9100 - www.wetlandcenter.com

Title: Executive Director

Supervisor: JBSWC Board of Directors

Our **mission** is to educate the public and provide research opportunities in the areas of water reuse, quality, supply; wildlife conservation; and wetland systems.

Our **vision** is to be the premier education and destination nature center serving the North Texas region and beyond. We envision achieving the vision through proactive planning, strong and collaborative partnerships, data-driven decision making, and measured and sustained growth.

Summary: The Executive Director of the John Bunker Sands Wetland Center (JBSWC) works closely with the Wetland Center Team in all aspects of operating a small non-profit nature center located beside the East Fork Water Reuse Project (EFWRP). This position primarily focuses on fund development, earned revenue, community and partnership collaboration, research development, access and trail enhancement, and wildlife conservation of the EFWRP.

The Executive Director also works closely with the JBSWC Board of Directors on strategic planning, board development and maintaining/enhancing the public-private partnership between the North Texas Municipal Water District and The Rosewood Corporation. This position will exemplify promoting sustainable solutions for water scarcity through conservation leadership, community connection, and interpretation of the EFWRP.

Full-time Salary Exempt position.

- Schedule is flexible 5 days each week dependent on programming and special events.
- Monday – Friday 8:00am-4:00pm, occasional Saturdays 7:00am-3:00pm, with some evenings. Some remote work possible with Board approval.
- Competitive salary dependent on applicable experience - \$80,000 - \$90,000, group health benefits package, to include medical, dental, vision, life, and disability; paid time off, bonus, 401K matching 100% up to 6% contributions, The Rosewood Foundation Matching Grant Program- minimum \$50 donation, up to a max of \$30,000

Essential Duties & Responsibilities:

- In collaboration with the JBSWC Board of Directors, the Executive Director develops and manages the Center's strategic direction towards achieving the JBSWC mission and vision and is responsible for the execution of the strategic plan.
- Fundraising duties include maintaining and strengthening current donor relationships, identifying, and attracting new donors, updating donor management software, receiving, and processing donations and maintaining donor correspondence.
- Identifies, writes, secures, and completes reporting of grants for educational programs, future capital campaign projects, potential research, and conservation programs. Serves as main public relations contact and primary advocate on behalf of the Wetland Center. This includes composing newsletter articles, posting announcements and making public presentations.
- Exercises direct or indirect supervision of five (5) full-time education program delivery staff.
- Initiates, plans, and coordinates the JBSWC annual fall fundraiser "Wings Over the Wetland". The Executive Director, along with the board and planning committees, is responsible for all aspects of this event and takes a hands-on approach to the messaging, appeal to donors, and securing sponsorships.

- Maintains current partnerships and seeks new research opportunities that focus on improvements of the water quality of the EFWRP, educational programs, American bald eagles, and bird migrations.
- Maintains oversight of all financial aspects of the Wetland Center in partnership with The Rosewood Corporation accounting team and treasury. This includes deposits, expense reports, investment strategies, tax and audit preparation, board financial packet preparation, and POS/Online revenue software.
- Coordinates facility management and maintenance with North Texas Municipal Water District Manager and JBSWC Team. This includes oversight of facility rentals.

Qualifications, Skills, Education and Experience Required / Preferred:

- Undergraduate degree required: Business, Non-Profit Leadership, Education, Environmental Science, or a related field.
- Minimum of 5 years non-profit management experience or similar experience required.
- Excellent personal communication skills with Team, volunteers, donors, general public, and colleagues.
- Proven track record of launching and leading successful fundraising campaigns, organizational planning, and event planning. Endowment management experience is a plus.
- Excellent communication (verbal and written) and public speaking skills.
- Proven successful organizational and project management experience.
- Environmental Education proficiency, and an understanding of trends and best practices within the nature center profession is a plus.
- Ability to work and collaborate with others, including partner organizations, team, volunteers, interns, and community partners.
- Skillful in creative planning and generating ideas that expand and support our growing team and program offerings.
- Excellent computer skills required with Microsoft Office 365
- Experience with Point-of-Sale systems, virtual meeting hosting and Donor Management Software a plus.
- Valid driver's license and personal transportation required

Characteristics:

- Engaging and dynamic personality with a collaborative spirit.
- Passionate about connecting with colleagues, teachers, students, and adults in a natural setting.
- Leads by example, self-motivated, out of the box thinker.
- Comfortable working independently, as well as with founding partners, the Board, and colleagues statewide.
- Love of nature, environmental education, and stewardship of earth's natural resources.
- Attentive to details and able to prioritize and multi-task
- Skilled in identifying problems and brainstorming potential solutions.

To Apply:

Send resume with optional cover letter to Sherrie McAden, VP of Human Resources, The Rosewood Corporation, smcaden@rosewd.com with a copy to transition@wetlandcenter.com, or mail to 655 Martin Lane, Combine, Texas 75159.

Applications will be accepted until position is filled – Start date as soon as possible after offer is extended.

The John Bunker Sands Wetland Center is an equal opportunity organization that will not discriminate in its programs or employment practices based on race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.