

Environmental Education Association of New Mexico (EEANM)



Providing, promoting and enhancing environmental education in the Land of Enchantment.

Job Description – Executive Director

EEANM is a nonprofit organization that provides, promotes, and enhances quality environmental education by offering New Mexicans opportunities for professional development, communication, and partnership. EEANM offers equal employment opportunity and does not discriminate because of race, ethnicity, national origin, creed, gender, religious beliefs, color, sexual orientation, age, marital status, or association membership.

EEANM is currently seeking a dynamic individual who is passionate about environmental education, has vision and leadership qualities for the role of Executive Director to manage day to day operations, membership and staff of the Association under the direction of the Board of Directors.

EEANM will transition into a new office location at Valle de Oro National Wildlife Refuge in early 2016, which is where the Executive Director will maintain regular working hours.

Primary Responsibilities

Operations

- Work with the Board of Directors to design and implement policies, initiatives, and associated work-plans to ensure the organizational health of EEANM, serve the mission of EEANM, and advance our goals.
- Accept [EEANM Policies and Procedures Manual](#) as a condition of employment.
- Maintain all EEANM digital and paper files.
- Report monthly and as requested to the Board of Directors. The Executive Director reports specifically to the Board President and Treasurer.
- Hire, train, supervise, and evaluate staff and contractors.
- Play a key role in cultivation, recruitment, training and development of new Board members.

Financial

- Raise funds, along with the Board of Directors, to adequately support the Goals and Objectives of the organization.
- Work with the bookkeeper and Board treasurer to provide financial records and create budgets.
- Ensure adherence to EEANM's legal obligations and reporting requirements and keep state and federal registrations current.
- Keep accurate time and expense records.

Constituency

- Represent EEANM and show leadership within both the environmental education community and in the greater community.
- Serve members and build member constituency with communication and statewide initiatives.
- Cultivate political support for environmental education in NM from individuals, partners, corporations, organizations, foundations, and government entities.

- Provide a variety of professional development opportunities for educators. Maintain state coordinator position for Project Learning Tree and host institution status for Project WET.
- Support NAAEE initiatives and maintain active standing as the NM affiliate.
- Develop partnerships and create networking opportunities for other NM environmental education organizations.
- Work with staff to maintain and update EEANM website and social media outlets to provide a reference point for events, programs, and updates regarding environmental education in NM.

Required Qualifications

- Self-motivated and willing to work independently – the Executive Director is currently the only EEANM staff person
- Ability to successfully collaborate with partners
- Master's degree or greater in relevant field, or equivalent work experience
- Environmental outreach/education/interpretation experience
- Demonstrated experience securing grant funding, developing effective and efficient planning, budgeting, and fundraising systems
- Experience in web maintenance (Word Press), Microsoft Programs, Word, Power Point and database applications
- Excellent analytical and organizational skills; attention to detail
- Strong communication skills: excellent writing, speaking and information sharing skills, with an ability to work effectively with diverse groups of people
- Experience in a non-profit and/or conservation organization

Compensation

- Salary range: \$25/hour starting at half-time with the opportunity to move to three quarters or full-time after sufficient funding has been secured
- Benefits: Paid Vacation, Sick Leave, and most Federal Holidays

Application Process

Potential candidates should email the following to info@eeanm.org

- Resume or Vitae;
- Cover Letter describing how education, experience and talents qualify candidate for our executive director position as outlined in the qualifications;
- The names, addresses, and telephone numbers of three (3) current professional references

Application Deadline: **Monday, November 9, 2015**. Ideal start date of Monday, January 4, 2016.

More Information: www.eeanm.org