

**Job Title:** Executive Director, Echo Hill Outdoor School, Inc.

**Location:** Worton, MD 21678

**Position Type:** Full time year round

**About Us:**

Echo Hill Outdoor School is a dynamic and passionate non-profit 501(c)(3) educational organization committed to providing transformative outdoor education experiences for schools and groups. Our unique residential experiences immerse participants in the wonders of the great outdoors, fostering a deep appreciation for nature and promoting environmental stewardship. We are seeking a visionary Executive Director to continue EHOS' award-winning work of the past 50-plus years. The Executive Director will lead the organization and further our mission of connecting learners with the natural world.

**Position Overview:**

As the Executive Director of our Outdoor Education Program, you will be responsible for the strategic leadership and day-to-day operations of our organization. You will play a pivotal role in advancing our mission, expanding our reach, and ensuring that each participant's experience is educational and memorable.

**Key Responsibilities:**

**Strategic Leadership:**

- Develop and execute a comprehensive vision and strategy for the organization's growth and success, in collaboration with the Board of Directors.
- Set clear objectives, goals, and key performance indicators to measure program effectiveness.

**Fundraising and Financial Management:**

- Develop and implement fundraising strategies to secure grants, donations, and sponsorships to support program growth.
- Maintain fiscal responsibility by managing budgets, financial planning, and reporting. Grant writing experience preferred.

**Operational Management:**

- Manage all aspects of program operations, including budgeting, scheduling, logistics, and safety protocols. Ten years of experience preferred.
- Ensure all facilities and equipment are well-maintained and meet safety standards.

**Program Development:**

- Oversee the development and enhancement of innovative outdoor education curricula that align with educational standards.
- Collaborate with educators, naturalists, and program coordinators to create engaging and impactful field trip experiences. Experience teaching environmental education or related studies.
- Ability to adapt programmatic approaches to changing requirements of school groups and clients.

**Community Engagement:**

- Build and maintain strong relationships with partner schools, teachers, and community stakeholders.
- Foster a sense of belonging and support within the organization and among program participants.

**Marketing and Outreach:**

- Promote the program through various marketing channels and social media to attract new schools and client groups. Excellent public relations skills including public speaking
- Represent the organization at conferences, events, and with the media.

**Staff Development:**

- Direct a team of dedicated administrative personnel, outdoor educators, naturalists, and support staff.
- Foster a culture of collaboration, innovation, and continuous improvement.

**Qualifications:**

- Bachelor's degree in education, environmental science, business management, or a related field. Master's degree preferred.
- Proven experience in nonprofit leadership, preferably in outdoor education or environmental education. Proven managerial experience supervising teams of up to 30 staff. Strong financial management and budgeting skills.
- Excellent interpersonal, communication, and networking abilities.
- Passion for outdoor education and environmental conservation.

- ❑ Commitment to diversity, equity, and inclusion in all aspects of the program and organization.
- ❑ Understanding of curriculum development and instructional strategies.
- ❑ General knowledge of child development preferred.

**Benefits:**

- ❑ Salary commensurate with experience
- ❑ Retirement savings plan
- ❑ Employer sponsored health insurance plan
- ❑ Work in a dynamic and collaborative team environment

**How to Apply:**

Please submit a resume, cover letter, and references to [Search2024@ehos.org](mailto:Search2024@ehos.org) by January 31, 2024. In your cover letter, explain why you are the ideal candidate for this position and how your experience aligns with our mission.

Echo Hill Outdoor School is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Join us in creating memorable outdoor education experiences that inspire the next generation of environmental stewards!