



338 McLean Road
Cortland, NY 13045

EXECUTIVE DIRECTOR POSITION





MISSION: TO PROVIDE YEAR-ROUND ENVIRONMENTAL EDUCATION AND RECREATION OPPORTUNITIES THROUGH THE UTILIZATION AND PROTECTION OF THE NATURAL AND CULTURAL ATTRIBUTES OF THE LIME HOLLOW AREA.

THE OPPORTUNITY

The Board of Directors of Lime Hollow Center for Environment and Culture, commonly known as the Lime Hollow Nature Center, is seeking an Executive Director to lead the organization and build on our successes, including expanding our donor base, increasing our program offerings, and continuing our strong tradition of land stewardship. The Board is looking for a motivated self-starter, who has a solid understanding of finances, community outreach and involvement, and enjoys building partnerships.



ORGANIZATION OVERVIEW

Born out of a dream first conceived in the 1970's, Lime Hollow celebrated its 25th anniversary in 2018. The organization has annual revenues of \$550,000 and has a full-time staff of 4 and a part-time staff of 35.

Our dedicated and talented team manages over 14 miles of trails on 590 acres of diverse glacial terrain dotted with a variety of woodlands, fields, wetlands (marl ponds, fens, and bogs), and streams. We host over 1,100 summer day campers annually and offer educational programs for ages 1 to 101. Lime Hollow also runs a NYS certified Forest Preschool during the school year.

THE LOCATION

Lime Hollow Nature Center is located in the heart of Central New York at the southeast side of the world-famous Finger Lakes region. Central New York is a four-season recreational paradise for water sports, hiking, biking, and skiing and offers excellent fishing and hunting opportunities. There are numerous colleges and universities within a 50-mile radius including SUNY Cortland, Cornell University, Ithaca College, Syracuse University, and Tompkins-Cortland Community College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure ongoing programmatic excellence, program evaluation, and consistent quality of finance, administration, fundraising, communications, and public outreach.
- Continue to expand and maintain our land and facilities.
- Create and recommend timelines and resources needed to achieve strategic goals.
- Engage and energize Lime Hollow Nature Center staff, volunteers, partnering organizations, donors, and Board members.
- Develop, maintain, and support a strong Board of Directors: oversee search committees, seek and leverage Board involvement with strategic planning and implementation.
- Mentor, develop, and retain Lime Hollow Nature Center's management team and staff.
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the Board, funders, and the community at large.
- Ensure compliance with administrative and operational policies and procedures.
- Formulate and administer an annual budget, with Board input and approval.
- Identify and develop individual, foundation, corporate and other sources of funding necessary for the delivery of services and programs; and ensure the appropriate amount of funding for operations and long-term sustainability.
- Assure the organization's legal, governmental, and financial compliance.
- Expand and refine all aspects of communications from digital presence to community relations.
- Project a professional impression and maintain a positive, professional image with respect to the Lime Hollow Nature Center at all times both internally and with community partners.
- Oversee management and care of site facilities in cooperation with the Facilities Manager.
- Assist with administrative duties in cooperation with the Business Manager.

SUPERVISORY RESPONSIBILITIES

Manage three full-time staff: Business Manager, Superintendent of Buildings and Grounds, and Environmental Education Director. Supervise over 20 volunteers and 35 paid summer camp mentors. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and if necessary, disciplining employees; addressing complaints and resolving conflicts.

QUALIFICATIONS

Education and/or Experience –

Bachelor's degree (B.A./B.S.) from a four-year college or university, with an emphasis in the natural sciences, environmental conservation and/or environmental education preferred; and 4 to 6 years of management, supervisory and program development experience; or an equivalent combination of education and experience.

Key Talents

- Knowledge of financial accounting and fiscal budgeting
- Demonstrated success with fundraising and community outreach
- Ability to identify and successfully secure grants
- Experience leveraging resources and managing threats
- Familiarity with navigating government regulations
- Desire and ability to develop and promote educational and community programming for a diverse audience
- Effective communication style including formal and informal public presentations

Other Assets

- Excellent organizational management with the ability to mentor staff; manage and develop cohesive teams; and set and achieve strategic goals
- Past success working with a Board of Directors and cultivating new board member relationships
- Persuasive and effective communication skills
- Ability to work effectively in collaboration with diverse groups of people
- Familiarity and comfort exploiting digital resources
- Experience executing sound land stewardship principals



OTHER CONSIDERATIONS

Physical Demands

- While performing the duties of this job, the Executive Director is regularly required to inspect the trails and to conduct tours of the Lime Hollow Nature Center buildings and grounds.
- The Executive Director assists with maintenance of the buildings and grounds and should be capable of lifting or moving up to 25 pounds.
- The summers in Central New York are moderate with temperatures ranging from 60 F to 90 F with moderate humidity. Winter temperatures range from subzero to 35 F. Annual snow falls in excess of 100 inches are common.

COMPENSATION

Lime Hollow Nature Center provides a fast paced and fun working environment.

The salary range, commensurate with experience, is \$55,000 to \$65,000 with benefits. Additional performance-based compensation may be available.



Lime Hollow Nature Center is an equal opportunity employer and an organization that values diversity. We strive to create a diverse, equitable, and inclusive community by recruiting members from all arenas of the nature center and environmental learning profession and the larger community. We encourage applications from members of marginalized and underrepresented communities. All employment is decided on the basis of qualifications, merit and business need.

TO APPLY

Submit resume and letter of application by May 21, 2021.

If you have questions, or would like to submit a resume, please email: LHEDSearch@gmail.com

