



POSITION PROFILE

**The Board of Directors of Eagle Bluff Environmental Learning Center, Inc.
near Lanesboro, Minnesota, are recruiting for the position of**

EXECUTIVE DIRECTOR



Empowering people to care for the earth and each other

About the Organization

Founded in 1978, Eagle Bluff Environmental Learning Center is a 501(c)(3) nonprofit organization, providing year-round nature-based educational programs and outdoor adventures to over 16,000 children, adults, and families each year.

Amidst the natural beauty of the scenic bluff country near Lanesboro, Minnesota, Eagle Bluff is located on over 250 acres of restored prairie and mixed hardwood forest and surrounded by several hundred acres of state forest land. Our campus overlooks the Root River Valley and boasts an abundance of unique plant and wildlife.

Eagle Bluff is served by a voluntary board of directors and has a staff of around 40 full and part-time employees that includes education, maintenance, housekeeping, food service, fellows, and business professionals. The facilities include the Schroeder administrative building, educational Discovery Center, dormitory, dining hall, and director's house. An A-frame cabin exists at the Point property on the Eagle Bluff campus and a log-cabin, used for staff housing, is located 10 miles from campus.



Eagle Bluff's campus is situated on 250 acres

The organization's annual budget is approximately \$2 million, with revenue generated through fees for service, donations, grants, and events. Joe Deden, the founder of Eagle Bluff, who retired as Executive Director in May 2018, lives in the Director's house and is employed as a half-time caretaker. John Torgrimson has served as interim Executive Director since June 2018.

Eagle Bluff is one of six residential environmental learning centers in Minnesota and the only one located south of the Twin Cities. Accredited by the North Central Association of Colleges and Schools, Eagle Bluff provides STEM based classes whose curriculum is aligned with Minnesota academic standards. On average, we serve between 135 and 140 schools from Minnesota, Iowa, and Wisconsin each year.

Our core programming consists of:

- **Outdoor School:** 1- to 5-day overnight trips for K-12 students (including teachers & chaperones) facilitated through their school
- **Summer & Family Camps:** Week-long adventures for families and kids grades 3-12 where campers gain new skills, build their self-confidence, and foster their relationship with the natural world
- **Adult Education:** Various adult learning, environmental education opportunities for adult learners, college students, educators and other professionals in the environmental fields
- **Environmental Education Fellowship:** Year-long graduate program where participants facilitate experiences for students while developing teaching and public relations skills as an outdoor educator.



Students learn through a process of self discovery

Mission: *Through a variety of programs for children and adults, we aim to provide transformative experiences which **empower people to care for the earth and each other.***

Position Description

Reporting to the Eagle Bluff Board of Directors, the Executive Director is responsible for implementing the strategic direction of the organization as determined by the Board. It is essential that the Executive Director create excitement and energy among Board, staff, stakeholders, and the general public to generate support for the organization's agenda.



Controlled prairie burn at a land management class

The Executive Director is responsible for managing Eagle Bluff's day-to-day operations, staff, and all budget and fiscal matters. Additionally, the Executive Director will be expected to develop ways to increase financial support through fees for service, donations, grants, and planned giving. S/he will also work to develop alliances with like-minded organizations, and increase overall visibility and support

for the organization. The Executive Director serves as the Chief Executive Officer of Eagle Bluff Environmental Learning Center.

Job Responsibilities

External Relations and Support- Represents the organization in its relationships with supporters, partners, the local community, and the broader public to create awareness and support of Eagle Bluff. The role provides creative and entrepreneurial leadership in the identification, cultivation and solicitation of donors, Eagle Bluff customers, and supporting partners.

Financial and Operational Management- Oversees the day-to-day operations of Eagle Bluff with an eye toward effectiveness and efficiency in all areas. Manages communication across the organization. Responsible for financial operations, including budget process, financial reporting to the Board, and expense and cash flow management with the assistance of the Business Manager and Management team.

Fundraising Leadership- Leads and actively participates in fundraising activities with Development staff. Ensures that annual operating revenues are available for the organization and that future operational and program needs are provided for through individual and institutional philanthropic support.



Eagle Bluff offers 14 summer camps

Staff Leadership and Development-

Working with the Deputy Director, department heads, and management team, provides leadership to the organization's staff, communicating the organizational vision to staff members. Ensures that the organization's policies are being followed and provides leadership in personnel and human resource matters, including the recruitment and retention of human talent. Provides developmental growth opportunities and recognizes and rewards staff achievement and performance.

Strategic Planning- Leads the organization's strategic planning process. Reports to the Board regularly on implementation of strategic plan goals and strategy areas. Monitors key performance indicators.

Board Development- Ensures that the Board is kept fully informed of all important

matters relating to the organization. Develops creative and compelling ways to partner with the Board in external relations, fundraising and advocacy and communication efforts. Attends monthly Executive and Finance committees of the board and monitors other board committee and task force functions. Works to identify and recruit diverse and culturally competent board members reflective of the constituencies served by Eagle Bluff.

Public Relations-Represents Eagle Bluff to regional audiences as a thought leader in the environmental education movement. Serves as an effective and visible spokesperson and advocate with the media and the public and with the organization's various constituencies. Works with the Board to identify public policy issues and networks with partner organizations in identifying and developing strategies for joint advocacy.

Ideal Candidate

The ideal candidate will possess a bachelor's degree (Master's degree preferred) and five years of senior-level management experience in an organization of comparable size and complexity. S/he will be a creative, collaborative and entrepreneurial leader.



The dining hall serves more than 100,000 meals per year

S/he will be a manager that has an inclusive style of leadership, that creates a working environment where staff feel empowered to lead from within the roles they have been assigned. The Executive Director will be a good listener, advocate for, and mentor to staff.

It is important that the ideal candidate have an understanding of and a commitment to environmental education and Eagle Bluff's mission. S/he will have experience leading, developing and working in a nonprofit setting under the fiduciary leadership of a board of directors.

The director will have strong oral and written communication skills and feel comfortable making formal and extemporaneous presentations. The ideal candidate will have fundraising experience and a willingness to travel to represent Eagle Bluff to funders, organizational partners and the general public.

S/he will possess a high level of cultural competency, commitment to diversity, equity and inclusiveness and experience building a community of supporters.

S/he will be committed to providing educational opportunities for staff to grow and develop their skills and abilities.

And, finally, the ideal candidate will demonstrate high emotional intelligence, self-awareness, diplomacy, and integrity - essential qualities for leading an organization of Eagle Bluff's importance and stature.

Compensation

The starting salary for this position begins at \$60,000 per annum and may range higher based on qualifications and experience. Benefits include health insurance, retirement plan, paid vacation, holiday, and sick leave. The compensation package does not include housing.

Application Process

To be considered an applicant for Executive Director, send cover letter and resume detailing your qualifications as they relate to this position profile, along with daytime contact information for three professional references, to Search Committee at searchcommittee@eagle-bluff.org or by mail to Search Committee, Eagle Bluff ELC, 28097 Goodview Dr., Lanesboro, MN, 55949. Applications must be received by 5 pm central time, Monday, December 16, 2019.