## Executive Director,
## Connecticut Outdoor & Environmental Education Association

## January 1, 2022 – December 31, 2022

The COEEA Executive Director will be responsible for overall management and support of COEEA organizational functions, including programs, initiatives, and fiduciary tasks. This position reports directly to the COEEA Board of Directors. The position will focus on strengthening the organization and its ability to provide meaningful learning experiences and programmatic growth for its members.

**Contract**

The Executive Director position will be funded at $10,500, as a fee for service independent contract. The Contract period is January 1 – December 31, 2022. The rate of pay is $35 per hour x 25 hours per month x 12 months, with the understanding that monthly hours will fluctuate with need throughout the year. The Executive Director will provide a written activity report (work performed and hours worked) prior to each COEEA Board meeting, and verbal anecdotal information at each COEEA Board meeting. The COEEA Board agrees to provide feedback and inform change of work and/or tasks performed as needed to support COEEA in the most effective and beneficial way. Payment schedule to be agreed upon by ED and Board.

**Sustainability**

The Executive Director, in collaboration with the COEEA Board, will seek additional funds to support and sustain this position beyond this one-year contractual funding period. The growth of the ED position should align with regional and national initiatives and strategies and support the specific and changing needs of COEEA and its membership.

**Summary of Essential Job Functions**

- Execute Board meetings, review and complete follow up action items.
- Coordinate and execute the COEEA Annual Meeting.
- Coordinate the CT Green LEAF Schools initiative.
- Schedule and execute workshops and convenings that benefit members.
- Manage and ensure compliance with all applicable state and federal regulations and reporting requirements of non-profits with Board member assistance as needed.
- Assist all Board chairs with execution and administration of their initiatives as needed.
- Provide administrative and management functions for the Annual Conference, in support of and with guidance from the Conference Chair and committee.
- Ensure a robust and current website is maintained.
- Support COEEA's effort to increase its membership.
- Collaborate with Equity and Inclusion Committee to encourage equity and inclusion on all levels of operation.

**Qualifications**

- Bachelor's degree in education, environmental education, conservation, non-profit management, or equivalent field is preferred. Sufficient work experience to handle the duties of this position.
- Experience in developing and managing environmental and/or educational programming.
- Working knowledge in at least one of the following areas: Grant Writing, Development and Fundraising, Fee for Service Programs.
- Familiarity with Social Media & Digital Communications
- Ability to multi-task, prioritize, and manage various organizational projects.
- Working knowledge of non-profit boards.
- Excellent written and oral communications.
- Experience providing oversight for non-profit operational functions and date specific requirements of non-profit regulations.
- Understanding and appreciation of cultural competencies, equity, and inclusion.
- COEEA member preferred.

Please apply by sending a resume and cover letter to edsearch@coeea.org