

Title: Director of Education	Reports to: Executive Director
~40 hrs/wk, occasional evenings and weekends and occasional regional travel	Exempt
<p>Position Description Lead MFFC's education team in the development, implementation and evaluation of educational programs designed to help further the organization's mission to inspire curiosity, love, and responsibility for working and natural lands.</p>	
<p>Responsibilities</p> <p>Organizational Leadership:</p> <ul style="list-style-type: none"> • Represent educational programs as a part of MFFC's leadership team • Collaborate with members of the leadership team to address interdepartmental challenges and opportunities • Represent educational programs to trustees and advisors in collaboration with the executive director • Ensure that educational programs are richly represented in all appropriate internal and external communications such as quarterly newsletters, email updates, social media, etc. <p>Program Development:</p> <ul style="list-style-type: none"> • Seek new partnership opportunities in collaboration with the Executive Director • Collaborate with new and existing partners to expand MFFC's portfolio of programs • Develop and manage pilot projects, in collaboration with the Executive Director, that align with MFFC's standards and objectives • Lead the design and development of new program offerings independently and in collaboration with the Executive Director. • Maintain (and utilize) budget building tools for individual programs, and support education staff in the development of program budgets <p>Program Administration:</p> <ul style="list-style-type: none"> • Develop, and manage to, departmental annual budget • Collaborate with the Executive Director to identify and plan for education programs related capital expenses • Track revenue and expenses in collaboration with the Business and Systems Manager • Supervise the Education Manager, Education Coordinator, and Visitor Services Coordinator • Support the Education Manager in the recruitment and training of Seasonal Field Educators • Lead MFFC's interdepartmental education team comprised of direct reports and key staff from across the organization • Develop and maintain protocol and systems for the administration and implementation of programming • Develop and maintain risk management and emergency response standards and protocol for MFFC's programs • Maintain accurate records <p>Implementation</p> <ul style="list-style-type: none"> • Support the implementation of programming • Oversee field programming to ensure that it is run in accordance with MFFC's standards and program design 	

- Oversee the allocation of Educational Access/Scholarship funds and Mettawee Community School Innovation Grant Funds
- Lead field programs as available and when necessary

Evaluation

- Develop, and oversee the implementation of, summative program evaluation tools
- Engage the education team in the cycle of continuous improvement utilizing data gathered from program evaluation
- Facilitate formative evaluation for long-term programs in the form of routine debriefs

Requirements

- Prior supervisory experience
- Prior budget development and management experience
- Professional and/or academic background in the natural sciences
- Familiarity or experience with farming and/or forestry a plus
- Masters degree or equivalent professional experience (5-10 years) in education with a focus on place-based/experiential learning, ecology, and/or land management
- Ability to collaborate with an interdepartmental team to create a positive, supportive environment
- Strong verbal and written communication skills
- A strengths-based approach to leadership coupled with a clear growth mindset
- Experience managing field programs in backcountry settings in all weather conditions common to Northern New England
- Experience developing and implementing risk management and incident response protocol
- Wilderness First Responder certified (or willing to become certified within first 12-months of employment)
- Experience with Google and Microsoft suite
- Experience with Salesforce a plus

Special Demands

- Ability to comfortably move over mixed terrain on/off trail for 3-5 miles
- Ability to perform physically demanding tasks on the farm and in the forest
- Ability to pass an FBI background check

Salary and Benefits:

Salary Range for the position is \$58,000-72,000 depending on experience

Benefits include: life insurance, short and long-term disability, health care, generous paid-time-off, nine holidays, retirement, discounts in the Visitor Center, annual Merck-made meat and syrup allotment, and free access to backcountry cabins