



Position Announcement **New Hampshire Envirothon Program Coordinator**

Responses Requested by October 1, 2019

NH Envirothon is a hands-on environmental problem-solving competition for middle and high school-aged students in New Hampshire.

Since 1991, NH Envirothon has inspired teens to make responsible environmental and natural resource decisions through real-world, hands-on educational experiences. Many students step away from the Envirothon experience excited about learning and motivated to pursue careers in environmental studies, environmental law, natural sciences, and natural resource management. Students are tested on their knowledge in five topic areas: aquatics, forestry, soils and land use, wildlife and current environmental issues; and develop an understanding of effective teamwork, resource management and ecology. The state's winning team advances to the North American Envirothon competition.

The New Hampshire Association of Conservation Districts (NHACD) is seeking a State Envirothon Coordinator who will work effectively and collaboratively with the Board, Steering Group, educators, and partners to raise awareness and participation in this exciting and important program. The NH Envirothon Coordinator reports to the Board. This position presents an opportunity to lead the NH Envirothon into a new phase of leadership and innovation in the state's environmental education community. This position is advertised as a contract . There's an opportunity for the position to be converted to an employee in the future dependent on fund-raising efforts.

Key Responsibilities

- Provide strategic vision and leadership to strengthen and grow organizational capacity to meet the Envirothon mission. This includes developing and implementing a strategic plan, annual program planning, communications, and financial plans with the Board and staff.
- Advise and implement NHEs annual fundraising efforts, including the annual fund, special events, grant writing, and a foundation strategy.
- Work with the NHACD Sub-Committee to retain current donors, expand and diversify the annual fund, create and grow an endowment, and develop and expand sponsorship program.
- Oversee the design, delivery, and evaluation of all NHE programs.
- Develop and implement a communications plan.
- Establish and maintain effective working relationships and collaboration with schools and educators, agencies, and organizations throughout the State, as well as National Envirothon Program.
- Be responsible for the recruitment, and use of volunteers.
- In cooperation with the Board, prepare an annual budget and ensure that NHE operates within budget guidelines.
- Perform financial accounting and implement sound financial practices in collaboration with NHACD staff.
- Manage the day-to-day operations of NHE.

Qualifications

- Education: BA or BS in related field (e.g. education, environmental education, environmental conservation, natural resources, business management, nonprofit management).
- Minimum of 3 years of nonprofit management or related experience.
- Demonstrated success in working collaboratively with other organizations and individuals.

- Demonstrated leadership in fundraising, and grant writing.
- Demonstrated success in strategic planning, program development, and evaluation.

Skills and Attributes

- Strong desire for accountability in achieving results.
- Strong computer skills, including word processing, spreadsheets, financial management, and database activity.
- Ability to organize and prioritize multiple tasks and projects. Ability to manage own administrative needs.
- Ability to succeed and thrive in a collaborative environment.
- Effective communication skills, including writing, speaking and listening. Ability to write clearly, concisely, and persuasively. Ability to make effective presentations before audiences of all sizes.
- Working knowledge of significant developments and trends in the fields of environmental education and general education.
- Ability to maintain a positive work environment that attracts, retains, and motivates volunteers and partners

Travel

This position involves limited travel throughout the State and to key training and competition day events.

Salary and Flexible Work Location

Because NHE is interested in finding the best candidate for this new position, there is some flexibility in the hours and salary range. In general, it is expected the position will be 25% FTE and the salary range is \$10,000-\$15,000 (based on FTE).

The NHE Coordinator is a flexible workplace position. The Coordinator may choose to work from home.

Application Information

Visit www.nhenvirothon.org for more information about this position and NH Envirothon.

Applicants should forward a Statement of Interest, Resume and contact information for at least 3 references to the New Hampshire Association of Conservation Districts at admin@nhacd.net by October 1, 2019.