

## **Director - Oglebay Institute's Schrader Environmental Education Center**

The Director manages the Schrader Environmental Education Center, one of 5 unique departments of Oglebay Institute (OI).

OI is a 501(c)3 organization located in Wheeling, WV. Since its founding in 1930, OI has been successful in serving the residents and visitors of the Upper Ohio River Valley by providing quality programming in five discipline areas: environmental education; performing arts; regional history interpretation; visual arts; and dance. These program areas and the facilities in which they reside, are supported by centralized administrative, finance, marketing, and development departments.

OI serves a wide geographic service area that includes Northern West Virginia, Eastern Ohio and Western Pennsylvania. More than 106,000 individuals participate in the organization's programming annually; nearly half of participants are children.

The purpose of the SEEC is to create opportunities to celebrate and study the natural world with a commitment to inspire individuals to be stewards of the Earth through environmental awareness, appreciation, knowledge and action.

The Director provides direction and leadership toward the achievement of the department's philosophy, mission, strategy, and its annual goals and objectives. The Director of the Schrader Environmental Education Center reports to the President of Oglebay Institute.

### **Principal Duties and Responsibilities:**

#### **Administrative**

- Supervises and evaluates full-time staff of five
- In conjunction with Oglebay Institute's Treasurer, develops, implements and monitors the department's annual operating and capital budgets
- Oversees facility and grounds usage, maintenance and management including the 12,000 sq ft Center, 3.5 miles of chipped, interpretative trails, a butterfly and wildflower garden, an observatory and mountain camp located in Terra Alta, WV.
- Serves as a member of Oglebay Institute's Leadership Team
- Oversee Friends of the Schrader Center volunteer group

#### **Outreach & Education**

- Serves as the department's expert on formal and informal education, directs and coordinates internal and external educational partnerships, including new program development
- Works with the Director of Development to seek funding for new program initiatives
- Works in partnership with the Marketing Department to develop and execute publicity and marketing for the organization's education programs.
- Serves as the representative/spokesperson to the public for matters relating to the purpose of the Schrader Environmental Education Center.
- Assists with the delivery of programs and events as required.

#### Knowledge, Skills and Abilities:

- Knowledge of environmental science, wildlife, sustainability issues. Regional natural history knowledge is desirable.
- Strong leadership ability, presentation skills, and ability to interact and communicate with all levels in a diverse organization.
- Strong interpersonal, written and oral communications and organizational skills.
- Must be able to work under pressure, juggle multiple priorities, and meet deadlines.
- Must be able to deal effectively and tactfully with all levels of staff, volunteers, vendors, and others.
- Ability to develop and maintain good community and internal relations.
- High energy, ability to prioritize tasks, excellent communication skills, sense of humor and adventure

#### Minimum Qualifications:

- A bachelor's degree in an appropriate field of study (i.e., environmental studies, wildlife biology, ecology or related field) and at least 3 years of related professional experience, OR a master's degree in an appropriate field of study and at least 1 year of related professional experience.
- Excellent interpersonal communication skills and experience working with diverse constituencies.
- Ability to excel both by working independently and as part of a collaborative team.
- Computer proficiency (i.e., Microsoft Office suite, database management, internet-based research, professional applications of social media)

#### Working Conditions

Regular work schedule may include weekends or occasional evenings and early-mornings. This position may require overnight business travel. The work environment is generally comfortable and some work is indoors although the position may require work outdoors with exposure to seasonal weather conditions for programs, special events, tours, openings, etc.

#### Compensation:

Salary is competitive and commensurate with training and experience. Benefits include health insurance, life insurance, long-term disability, retirement plan, and paid vacation, health, and holiday leave.

Submit a cover letter, résumé, and a list of 3 potential references by **October 8, 2012** to:

Connie Moore, Director of Administrative Services  
[ConnieMoore@oionline.com](mailto:ConnieMoore@oionline.com)  
1330 National Road  
Wheeling, WV 26003

Email or paper applications only. No phone calls, please.

