

## **Associate Executive Director Position Announcement**

American River Natural History Association (Natural History Association) is seeking an accomplished and collaborative leader to serve as its new Associate Executive Director. The Natural History Association is a non-profit organization dedicated to serving the Sacramento regional community by providing natural history and interpretive education through a variety of programs, including the operation of the Effie Yeaw Nature Center (Nature Center). The Nature Center was built in 1976 by Sacramento County and has provided nature education programs to all who are interested – an average year includes programs provided to nearly 16,000 elementary students and over 80,000 other visitors to the nature center. The Natural History Association took over the nature center from Sacramento County Regional Parks in 2010. The County retains ownership of the land and buildings and is an important partner for the Natural History Association and the Nature Center. The Natural History Association has a 10-year lease with the County with two additional 10-year extensions possible.

The Nature Center includes a visitor center with exhibit hall and store, resident animal facility, and classroom building located on four acres of land. The Nature Center is within the American River Parkway and adjacent to a Sacramento County nature study area wherein significant portions of the Nature Center's educational programs are held. This mixed woodland supports several thriving concentrations of acorn woodpeckers along with nearly 100 other bird species. This part of the river still has a fall salmon run which becomes a critical component of our fall nature classes. The American River Parkway is one of our country's greatest river parks. It covers 33 miles of the Lower American River from Folsom Dam to the confluence of the Sacramento River, and most of Sacramento is within two miles of the park. There is a 35-mile bike path on one side of the park and many well laid out use areas, run by Sacramento County Regional Parks, allowing use by all. The visitor center features native bird, amphibian and reptile species plus exhibits focused on cultural and natural history of our region and the state.

The Nature Center has a staff of 9 people and approximately 200 to 250 volunteers who are invaluable to the mission of the Natural History Association and the Nature Center. The Associate Executive Director will report and work closely with the Executive Director (ED) and assist ED in share the responsibility to guide, serve, and care for both the Natural History Association and the Nature Center. The Associate Executive Director will serve as the ED during periods that the ED is not present. The Natural History Association Board of Directors (Board) sets policy direction for both the Natural History Association and Nature Center. The Executive Director and the Associate Executive Director carry out those policies and will be responsible for the associated programs and facilities.

The Associate Executive Director will join the ED to lead in the pursuit of strategic goals through fundraising, program oversight, collaborative ventures and constituency building. The ideal candidate will have a background that includes experience with financial and

staff management combined with a demonstrated understanding of charitable giving from individuals, foundations, corporations, and public entities.

**Key Skills/Attributes:**

This is a generalist position with a broad scope of responsibility. As such, the successful candidate must possess a combination of the following abilities:

- Leadership & personnel management;
- Demonstrated ability to work with people and agencies including local government;
- Delegation skills;
- Promote open exchange of information and ideas;
- Communication skills, both oral and written;
- Ability to assess facility maintenance needs and implement solutions;
- Experience with captive animals;
- Fiscal management and fundamentals of accounting;
- Budget development and tracking;
- Outreach/community involvement; and
- Demonstrated ability to collaborate with board to achieve priorities.

**Education and Experience:**

- The ideal candidate holds at least a Bachelors degree from an accredited college or university in Natural Science, Natural Resources, Environmental Education, Non-Profit Management and/or a closely related field;
- Five years of non-profit experience, preferably in the operation of a nature center or similar organization;
- Experience supervising staff and work with volunteers;
- Experience in organizational and business management, facility maintenance, and fundraising;
- Strong communication skills both written and oral.

Applicants should submit a letter of interest, a current resume and vision statement to: Betty Cooper, [bettycooper@comcast.net](mailto:bettycooper@comcast.net)

The application deadline is 5:00PM January 14, 2025.

For more information, please visit <https://www.sacnaturecenter.net>