

JOB DESCRIPTION

POSITION TITLE: Outreach Manager

POSTING DATE: May 28, 2021

ANTICIPATED START DATE: August 1, 2021

POSITION REPORTS TO: Executive Director

POSITIONS THAT REPORT TO THIS POSITION: No staff; multiple volunteers

FLSA STATUS: Full-time, non-exempt

NO. OF HOURS PER WEEK: 40

STARTING SALARY RANGE: \$35-40K

ORGANIZATION AND POSITION SUMMARY:

Glen Helen is the legacy of Hugh Taylor Birch, who, in 1929, donated a wooded valley to Antioch College in memory of his daughter, Helen, with the hope that it would be forever preserved. Through our history, Glen Helen has played a lead role in shaping the ecological literacy of our visitors, our community, and the region. It is home to the first residential environmental learning facility in the Midwest and Ohio's original facility for education and rehabilitation of birds of prey. Within our borders, we shelter a National Natural Landmark and nearly two miles of the State and National Scenic Little Miami River. As a private nature preserve, Glen Helen depends on the support of individuals to maintain the preserve and its exciting and varied programs. In September 2020, the Glen Helen Association, which had for 60 years served as a supporting organization to Glen Helen, purchased the preserve and assumed all responsibilities for its ongoing operations.

The Outreach Manager is an integral member of the Glen Helen administrative team, who coordinates public-facing activities and volunteer-driven efforts. Specific areas of responsibility include coordination of volunteers, and working with volunteers to fulfill organizational needs related to external communications, membership recruitment and retention, merchandising, public programs, and public facilities. This is a full-time position with weekend responsibilities.

KEY RESPONSIBILITIES:

- Recruit, train, and supervise volunteers, including mentoring and recognition
- Maintain ongoing schedules and records of volunteers' work
- Match volunteers to opportunities that suit their skill sets and interests
- Prepare codes of conduct and operating procedures for volunteers
- Coordinate merchandising activities, including budgeting, inventory management, volunteer staffing for the Glen Helen Nature Shop, cultivating and maintaining retail partnerships, and developing online sales and fulfillment
- Coordinate Glen Helen Association membership outreach, including working with volunteers to plan, organize and meet recruitment and retention goals
- Create and fulfill, through staff and volunteer scheduling and supervision, a regular schedule of open hours for Glen Helen's public-facing facilities, Trailside Museum and the Vernet Ecological Center
- Coordinate production and dissemination of Glen Helen publications, including the quarterly magazine, annual report, brochures, quarterly calendar of public events, social media posting schedule, and annual wall calendar
- Represent the Glen Helen staff on the Board's Membership and Volunteerism Subcommittees
- Represent Glen Helen at public events

- Participate in staff functions, including preparing periodic reports and attending meetings
- Additional duties and responsibilities as agreed upon

QUALIFICATIONS:

- Demonstrated success in volunteer coordination, including recruiting, training, motivating, and day-to-day management
- Demonstrated ability to develop and manage projects while keeping meticulous attention to detail
- Excellent verbal and written communication skills, and ability to communicate effectively and diplomatically with a wide range of audiences
- Passion for Glen Helen's mission and our conservation education work
- Ability to troubleshoot challenges with patience and creativity
- Solid technological skills, and fluency or ability to learn FileMaker Pro, Microsoft Suite applications, Google Apps, and other relevant programs as necessary
- Willingness to regularly work weekends, and periodically work nights
- Environmental nonprofit experience preferred
- Ability to thrive in a small, growing organization

CERTIFICATES, LICENSES, REGISTRATIONS:

- Bachelor's degree required
- Valid driver's license
- BCI/FBI background check required

TO APPLY:

- Send cover letter, resume, and contact information for three references to:
GHA@glenhelen.org; or
Outreach Manager Search
Glen Helen Association
405 Corry St.
Yellow Springs, OH 45387