

Job Announcement

Executive Director

Environmental Science Center

Applications being accepted through close of business 11/9/2007

The Environmental Science Center (ESC), a non-profit environmental education organization serving South King County, announces an immediate opening in the Executive Director position.

About ESC

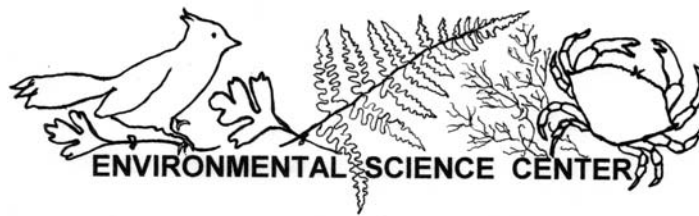
The Environmental Science Center (ESC) is the only community-based, not-for-profit environmental education organization in south King County with programs for all ages. Since its founding in 1999, rapid expansion in programs has led to an increasing number of program participants served with more than 5000 clients during 2006. ESC has achieved this level of service relying solely upon volunteers and hourly staff with professional experience, yet without any permanent or even part time staff.

Approximately 80% of the ESC's current programs serve children in grades K-6, primarily from the Highline School District. The curricula typically combine slides, puppets, creative dramatics, art, and outdoor activities to engage all learning styles and to reinforce learning about the complexity and variety of life found in our environment. ESC's programs for school age children and adults are designed to foster healthy families, through strategies such as having parents attend ELL classes while children attend ESC programs. Other ESC offerings include pre-school and after school programs, lectures, environmental walks, and a marine science summer camp.

ESC focuses recruitment efforts on serving disadvantaged and low-income populations, with, for example, 76% of students served qualifying for free or reduced meals.

Since 2001, ESC has formed effective working partnerships with the City of Burien, Seattle Aquarium, Highline School District, Puget Sound Skills Center, and King County, which allow ESC to access the capacity to provide a greater range of services to a larger portion of the community.

ESC is currently at a very exciting stage in our growth as an organization. We have moved from an all-volunteer agency to hiring an interim executive director in 2007, and a permanent executive director in 2008, who will guide us in continuing to build our capacity. We recently adopted a strategic plan that will take us through 2010, and are in the midst of a capital campaign in partnership with King County, the Highline School District, Puget Sound Skills Center, and the City of Burien, that we anticipate will result in the creation of a state-of-the-art environmental learning center for underserved South King County.



Mission Statement

To use experiential environmental education to foster improved academic achievement, healthy human development and interaction with the natural world.

Programs

ESC offers programs serving preschoolers through adults. School programs are based on eight curricula aligned with Washington State Essential Academic Learning Requirements and Environmental Education Standards. Elementary school age children are ESC's primary audience, with 86% of our programming serving grades K-6. ESC also provides some programming for secondary school age children and adults. For example, in 2006, ESC offered 70 two-part programs to these audiences (one hour in the classroom plus 1.5-2 hour field experience). In the 2006 calendar year, ESC implemented four primary programs:

1. *Highline School District*: Elementary School Programs; provided approximately 70% of ESC's program users in 2006.
2. *City of Burien*: For Day camps and family programs; provided approximately 18% of ESC's program user hours in 2006.
3. *New Futures*: Elementary School, after school programs, provided approximately 8% of ESC's program user hours in 2006. This audience consists exclusively of low-income, underserved youth living in King County Housing Authority projects, in the Highline School District.
4. *Para Los Niños*: Pre-School and Elementary School programs, provided approximately 5% of ESC's program user hours in 2006.

Program Plans and Goals for 2007-2011

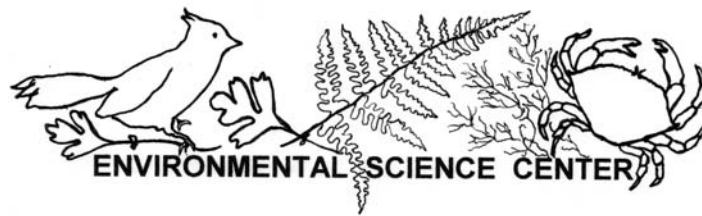
School Programs

Because of children's high receptivity to learning early in life, ESC will continue to serve elementary school students as its primary emphasis. We will offer expanded programming to K-6 by serving additional school districts, and expanding summer program offerings. Our programs will include after school programs, and extend to middle school students.

The ESC is working closely with the Highline School District to integrate experiential environmental education into the curriculum of all the students of the district, with a long term goal of improving WASL scores in science and math for under-served and low income students.

Summer Programs

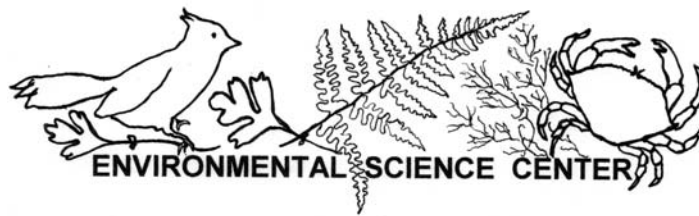
ESC plans to build on the success of our first few summer programs, especially the programs offered in partnership with the City of Burien and the Highline School District. Many parents seek summer camp opportunities on a fee basis, and ESC sees this as an opportunity to establish



a fee for service program to a receptive market. ESC will offer a two-week summer science enrichment camp for the Highline School District in 2008, and plans to extend our offerings to fill most of the summer weeks as our staff capacity allows.

Adult Programs/Restoration Programs

ESC provides community education surrounding habitat restoration projects in partnership with WRIA 9, the Puget Sound Partnership and other agencies. When our facility is completed and permanent staff is in place, ESC will begin to offer some sort of periodic adult education such as a speaker's series.



Job Description

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| Job Title: | Executive Director |
| Reports to: | Board of Directors |
| Salary Range: | \$65,000 - \$72,000 |
| Manages: | Budget of \$235,000 & Staff of approximately 2 FTE as follows: <ul style="list-style-type: none">○ Education Director to be hired in summer, 2008○ Approximately 12 part time/hourly educators |

Job Summary:

The Executive Director is responsible for the overall direction and management of the organization. Primary roles are to serve as the visionary leader for environmental education and watershed restoration education programs in South King County; and to raise funds for and oversee daily operations of this not-for-profit organization. In this capacity, the Executive Director develops and maintains relationships and promotes ESC visibility in the community. S/he works extensively with ESC staff, the Board of Directors, community leaders, partner agencies, and the community at-large. Other key roles include budget development and oversight, oversight of the development of a new ESC facility.

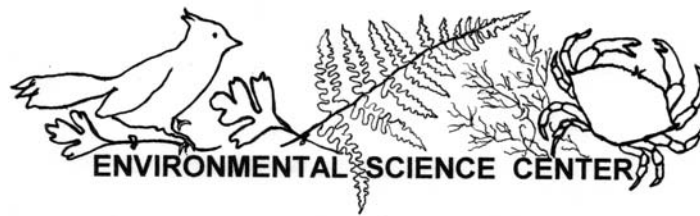
Duties and Responsibilities:

Strategic/Organizational Development/Board Support

- Develop and implement ESC's strategic plan with staff, board and partner agency input. Make changes to annual operating plans and performance goals based on the organization's successes and failures.
- Work with the Board to develop philosophy and policies covering fundraising, marketing, public relations, accounting, information systems and human resources. Responsible for communicating these philosophies/policies to the Board and employees. Some information systems and human resource policies will need initial development.
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Work with Board of Directors – attend monthly meetings, prepare agendas, prepare minutes, handle all follow-up issues. Draft/maintain by-laws, articles of incorporation.
- Identify ESC's organizational/capacity challenges and work to refine staffing plans and establish contracting relationships with outside consultants to best run the organization.
- Maintain a working knowledge of significant developments and trends in the field.

Financial Management

- Lead/coordinate process to develop annual budget, operating plan, and performance goals. Goals should be linked to the strategic plan. Communicate annual budget, operating plan and performance goals to all staff, board and community partners & funders.
- See that the organization operates within budget guidelines.
- Be responsible for developing and maintaining sound financial practices. Work with Treasurer to develop accounting procedures for managing and tracking ESC



finances and funds. Communicate ESC's performance and financial information with Board and employees monthly and with funders as appropriate.

- Ensure compliance with appropriate employment, tax and other regulatory requirements at the city, federal and state levels. Ensure that ESC maintains 501(c)(3) status.
- Jointly, with the officers of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Fund Development

- Ensure that adequate funds are available to permit the organization to carry out its work; play the leading role in raising funds for the organization.
- Write grants to request funds; manage fund relationships by providing grantors with information delineating ESC's progress; and follow-up with grantors who have denied a grant to obtain critical feedback for successfully completing future applications.
- Play leading role in capital campaign to raise additional funds to develop a facility for ESC at Seahurst Park.
- Coordinate with Education Director to Identify funding sources appropriate to meet ESC's needs
- Play leading role in raising funds from individual donors.

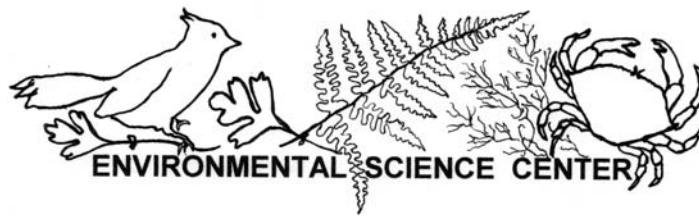
- *Communications, Public and Partner Relations*
Maintain close working relationships with community leaders and partner agencies to ensure ESC is in tune with community needs.
- Publicize the activities of the organization, its programs and goals. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Manage regular updating of ESC web site.

Daily/Staff Management

- Lead development of human resource programs and employee benefits programs and policies. Identify staff training needs and coordinate as appropriate.
- Responsible for hiring, training and evaluation of full time employees, and school coordinator until Education Director is hired. Ensure that job descriptions are developed, that regular performance evaluations are held. Handle disciplinary or performance issues according to ESC philosophy/policy.
- Provide direction/support to ESC employees working on various programs and projects. Participate in projects as necessary or appropriate.
- Coordinate regularly with management staff (education director beginning in summer, 2008) on daily operations. Ensure that s/he is aware of their roles and responsibilities. Plan and facilitate periodic staff meetings.
- Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people.

Capital Facility Development

- Work closely with Capital Committee Chair and Owners' representative to oversee design, permitting and construction of a facility for ESC at Seahurst Park.



Other Desired Qualifications

- Existing relationships/connections with foundations
- Demonstrated ability to raise money from a variety of sources
- Demonstrated ability to create, understand and manage budgets and finances
- Reside in South King County and/or have existing relationships/connections within South King County
- Extensive experience working with non-profit Boards

To apply for this position

- Electronic submissions are required to be considered for this submission and only complete submissions will be considered*.
- Send a cover letter addressing your desire, availability and qualification for the position, a resume and list of five professional references to edsearch@envsciencecenter.org. The search committee will use only these submissions to rank candidates against the requirements listed in the job description and to select interviewees so please address these requirements directly in your correspondence.
- **Candidate screening and ranking will begin on 11/9/2007**

Persons of Color encouraged to apply. The Environmental Science Center (ESC) is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or sensory or mental or physical disability.

* Call 206.517.5199 for accommodations.

For more information about the Environmental Science Center, please visit www.envsciencecenter.org