

Two Coyotes Wilderness School Executive Director

Summary of Position:

Two Coyotes Wilderness School is seeking leaders to apply for our Executive Director position. This is an opportunity for a mission-driven person who has a deep desire to help others unlock their personal gifts, to create healthy, vibrant community, and to create a regenerative world for future generations. This person has a deep love and respect for the wisdom of nature and our collective human lineage.

They are a clear, authentic and compassionate communicator, experienced in leveraging community resources to support mission-based organizations. They possess the ability to focus on both the minutia of everyday operations and the big picture of executing the strategic direction of the organization. Through charisma and planning, they are able to forge new collaborations and partnerships that allow the organization to share wilderness experiences with diverse populations across Connecticut.

They have experience managing a team and the adaptability to meet diverse needs of the school's many stakeholders while staying true to the mission. They embody a leadership model that is based in community and service and are willing to apprentice themselves to learning and embodying the core mission and values of Two Coyotes.

Organization Description: Two Coyotes Wilderness School Provides nature-based youth mentoring programs that creates transformational experiences for children and families. The programs teach leadership skills, character building, teamwork and wilderness survival skills. Students develop resilience, grit and learn about themselves through overcoming wilderness adventures and through learning how to live in relationship with the land. In 2016 Two Coyotes served 860 youth for an average of 40 hours per person.

Responsibilities

1) Organization Operations. Oversees administrative team and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Marketing
 - Oversees Marketing Director
 - Oversees execution of marketing plan to meet sales numbers
 - Oversees timing of marketing plan
- Programs
 - Oversees Program Director
 - Oversees program design and scheduling
 - Oversees field staff hiring, training, scheduling & evaluation
 - Oversees land agreements and program partnerships
- Administration
 - Oversees Administrative Director
 - Hires administrative staff
 - Oversee financial reporting
 - Oversee other reporting and administrative responsibilities (insurance, registration)
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2) Fundraising and Development

- Writes Grants
- Solicits Major Gifts
- Manages the annual Campaign and appeals
- Manages donor stewardship and retention
- Oversee data entry in fundraising Donor Perfect CRM

3) Financial Performance and Viability:

- Oversees the financial management to meet benchmarks set by the Board of Directors.
- Creates and manages organizational and project specific budgets

4) Organization Mission and Strategy

- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Creates strategic partnerships with land owners, youth organizations and other organizations to support the achievement of the strategic plan.
- Works with the program director and senior staff to ensure Two Coyotes culture is being created within the organization and its programs.

5) Board Liaison:

- Works with board in order to fulfill the organization mission and the strategic plan
- Attends board meetings and participates in Finance and Fundraising committee meetings.

Professional Qualifications:

- Bachelors degree
- Minimum of 3-years senior level nonprofit management or executive experience
- Successful resource development, fundraising and philanthropy experience
- A solid knowledge of accounting, budgeting, and financial management (familiarity with quick books preferred)
- Familiar with office 365 platform
- Experience in the Art of Mentoring/8 shields movement is preferred.
- Proven track record of success in a leadership position overseeing operations of an organization or program, while maintaining solid relationships with staff, board, donors and community.
- Great communication skills
- An entrepreneurial spirit, able to create new partnerships with urban school systems.
- Experience in marketing

Compensation: Commensurate with experience

To Apply send a resume and cover letter to: tom@twocoyotes.org.