

Prairie Woods Environmental Learning Center (PWELC) is primarily a day-use facility serving over 70 school districts with active outreach programming serving a 75+ mile radius. Structured as a 501c3 nonprofit organization, we're committed to providing outstanding environmental education and outdoor experiences to people of all ages. Deeply rooted in our Kandiyohi County community, we reach out to provide services for communities across Minnesota and the upper Midwest.

PWELC is looking for an Executive Director. This position serves as the center's lead in directing overall operations. Our top candidate will have strong grant-writing experience, excellent people skills, the ability to communicate with a diverse audience, experience with financial reports and budgeting, and a passion for all things outdoors.

Qualifications:

Education:

Bachelor's degree (Masters preferred) in Environmental Education or related field preferred or comparable experience including administration and grant writing/applications.

Experience:

Prior experience in administration and teaching in environmental education preferred, to include management, budgeting, fundraising, marketing, and volunteer recruiting and coordination. A minimum of seven to ten years' experience is preferred.

Personal Characteristics:

Self-motivated.
Great people skills.
Excellent time management and organizational skills.
Task oriented.
Conceptual thinker.

Submit:

Resume'
Writing sample-- "Why are you interested in this position and what makes you believe you would be the best fit for the job?"
Summary of grant writing experience
Salary Requirements
3 references