



PROGRAM MANAGER

Department/Division: Fenner Conservancy Education Department

Compensation: Competitive salary, paid PTO, short term disability, retirement and medical insurance options.

Summary: The Program Manager (reporting directly to the Executive Director) is responsible for the development, oversight, scheduling, and support of programming at Fenner Nature Center, with the exception of the Lansing Nature Preschool and associated programs, and must ensure all programs are mission-based, fiscally sound, support current national, state and local education standards and guidelines, and are directed by the needs and requests of our community. This is an exempt, full-time position requiring a minimum of 40 hours a week with retirement, short term disability, and health benefit options. The position offers paid vacation and holidays. The work schedule is weekdays 8:30am – 4:30 pm with occasional evenings and weekend days required.

Duties & Responsibilities:

School & Public Program Oversight (80%)

- Facilitate programs communications, scheduling, invoicing, and payment processing
- Process and maintain accurate account records
- Oversee the development and implementation of all preK-12 and public programs including field trips, outreach, citizen science initiatives, Fenner Folk School, contract workshops, festival education, event tours, trailside education, animal ambassador program, and visitor center interpretation
- Collaborate on the creation and delivery of school program, public program, and camp marketing strategies and marketing materials including; brochures, e-blasts, advertising media, social media, press releases etc.
- Act as the primary liaison for Annie's BIG Nature Lesson and other school-based organizations
- Supervise, support and evaluate education program staff and camp staff; interview and hire additional staff as needed
- Oversee HR policies and practices for hiring, termination, payroll, and benefits management for education program staff and camp staff
- Initiate and advance regional program collaboratives and contracts
- Identify avenues to recruit community teachers and volunteers and facilitate training to achieve desired program outcomes
- Manage evaluation, reporting, and data monitoring for programs.

Fenner Day Camp Oversight (20%)

- Act as program director for the State of Michigan Licensing for Camps
- Facilitate partnerships within the community to provide enrichment of camp programming
- Order and maintain equipment and supplies for camp programming

Additional (10%):

- Provide leadership and vision in designing and evaluating new programs and written education materials
- Serve as a member of the Fenner Conservancy Administrative Leadership Team
- Build and maintain positive working relationships with teachers, parents, partners, participants, staff, directors, interns and volunteers
- Project a professional and represent Fenner Conservancy at all times
- Perform limited and occasional grounds and facilities maintenance as needed
- Evaluate processes and recommend improvements to Executive Director
- Prepare monthly and annual education and grant reports and summaries

- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time

Qualifications

- Bachelor's Degree in education, natural sciences or 3 years' related experience
- Supervisory and management experience preferred
- Strong background in natural science, and interpretation, or environmental education
- Highly organized with ability to effectively multi-task
- Excellent communication skills, both written and verbal
- Ability to work effectively with both children and adults
- Experience with staff/volunteer recruitment, organization and management
- Certification in Project Wet, Project Wild, LEP and similar programs is encouraged

Mission, Vision & Beliefs:

- Mission: Connect people in the heart of Lansing to nature through conservation, education, and stewardship
- Vision: To steward this public land for the people of Lansing - the people who own it and use it - as a holistic community site.
- We Believe:
 - That there is great value in a strong park system with public access to city green space;
 - In offering educational programming and access opportunities for individuals of varied interests and abilities;
 - In advancing our mission by maintaining a warm, welcoming, and inclusive atmosphere staffed by high-integrity professionals;
 - In facilitating a connection to the land through first hand experiences;
 - In elevating the community culture of environmental ethic and responsibility;
 - In nurturing volunteerism, community involvement, and active citizenship and;
 - In teamwork, partnerships, mutual respect, honesty, open-mindedness, and open communication.