Placer Nature Center

Executive Director Position Overview

Placer Nature Center (PNC) delivers community-based, volunteer-supported environmental education programs to children, families, schools, and community groups.

The Executive Director provides overall leadership and management of PNC in partnership with the Board of Directors, staff, volunteers, and community partners. This is a hands-on role in a small nonprofit, balancing organizational leadership with day-to-day operations, fundraising, staff support, and community engagement.

The Executive Director reports to the Board of Directors.

Key Responsibilities

Leadership and Board Relations

- Provide overall leadership and advance PNC's mission and priorities.
- Develop organizational, programmatic, and financial plans with the Board and staff.
- Implement Board policies and decisions.
- Keep the Board informed about programs, finances, staffing, challenges, and opportunities.
- Represent PNC to community members, partners, funders, agencies, and the public.

Finance and Administration

- Oversee financial operations, budgeting, and administrative systems.
- Work with the bookkeeper, Treasurer, and Board to monitor finances and maintain records.
- Prepare the annual budget and monitor income, expenses, and cash flow.
- Manage grants, including proposals, budgets, reporting, and compliance.
- Maintain organizational records and ensure compliance with applicable requirements.

Fundraising and Development

- Lead fundraising efforts with the Board, staff, volunteers, and community supporters.
- Identify and pursue grant and funding opportunities.
- Coordinate fundraising campaigns and events.
- Cultivate relationships with donors, funders, and community supporters.

Communications and Community Engagement

- Oversee PNC's website, social media, email communications, and promotional materials.
- Build relationships with schools, community groups, agencies, nonprofits, and other partners.
- Represent PNC at community events and meetings.

Staff, Volunteers, and Programs

- Supervise and support PNC staff and participate in hiring and performance evaluation.
- Maintain job descriptions, personnel policies, and effective HR practices.
- Recruit, organize, and support volunteers, including CCC and other volunteer organizations.
- Oversee educational programs, including registration, fees, scholarships, and program evaluation.
- Work with program staff to plan and improve programs, and assist with programs when needed.

Facilities and Operations

- Oversee the condition and safety of PNC's buildings and grounds.
- Identify and coordinate maintenance, repairs, and facility projects.
- Coordinate volunteer workdays and outside volunteer projects.
- Address significant safety concerns in a timely manner.

Required Skills and Experience

- Bachelor's degree or equivalent experience.
- Minimum of 3 years of relevant experience in nonprofit management, community organization, education, or a related field.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities and work independently.
- Experience with fundraising, grant writing, or grant management.
- Experience working with staff, volunteers, and community partners.
- Basic knowledge of nonprofit finances, budgeting, and administration.
- Interest in environmental education, nature, and PNC's mission.
- Ability to work both at a computer and outdoors on PNC's property.
- Ability to walk on uneven terrain and perform routine physical tasks associated with maintaining an outdoor facility and supporting programs and events.

Preferred Qualifications

- Experience working for a small nonprofit.
- Experience in environmental education, outdoor education, conservation, natural resources, or a related field.
- Experience with nonprofit fundraising and donor engagement.
- Experience with website content management and social media.
- Familiarity with Placer County communities and organizations.

Position Details

Position: Executive Director
Pay: $26,000 to $46,800, depending on experience and schedule
Employment: Part-time, approximately 20-30 hours per week
Schedule: Monday–Friday with occasional evenings and weekends
Start Date: Open until filled, applications reviewed as received
Reports to: Placer Nature Center Board of Directors
Location: Auburn, California

To Apply

Please submit a resume and cover letter describing your interest in the Executive Director position, relevant experience, and interest in supporting Placer Nature Center's mission.

Applications may be submitted to the Placer Nature Center Board of Directors at:
info@placernaturecenter.org

Placer Nature Center is an equal opportunity organization committed to creating a welcoming, inclusive, and respectful environment for staff, volunteers, program participants, and community members.