

# **E.O. Wilson Biophilia Center Executive Director Job Description**

**Job Title:** Executive Director

**Reports To:** Board of Directors Chairperson

**Location:** Freeport, Florida

**Position Type:** Full Time and Resident (residing on campus).

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## ***Organization Overview:***

The E.O. Wilson Biophilia Center is a nonprofit dedicated to public education focused on the importance of biodiversity, sustainability, and ecosystem conservation, preservation, and restoration.

The E. O. Wilson Biophilia Center, located in Freeport, Florida, provides free environmental education to 4<sup>th</sup> and 7<sup>th</sup> grade students in Walton, Okaloosa, Bay, Holmes, and Washington counties. Each school year, over 7,000 students visit the Biophilia Center, averaging more than 110 students each school day.

At the Biophilia Center, students learn experientially about the natural environment through curriculum aligned courses, interpretive exhibits, captive native species and ambassador animals, and an extensive trail system on the edge of the 57,000-acre Nokuse Nature Preserve. Curiosity, exploration, and inquiry of the natural world are encouraged. The Biophilia Center is open to the public on a regular schedule, outside of the school year on weekends and during the summer.

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## ***Position Summary:***

The Executive Director is the chief executive officer of the E.O. Wilson Biophilia Center, responsible for leading the organization in its mission to provide accessible and engaging natural science education.

This person will guide strategic and innovative growth, oversee program development, maintain relevant and engaging education programs for multiple audiences, build strong community engagement through memberships, cultivate donor relationships, lead and oversee fundraising, and manage daily operations & staff.

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## ***Key Responsibilities:***

### **Strategic Leadership & Vision**

- Lead the development and execution of strategic plans to expand education programs, community, and school outreach.
- Serve as the public face of the organization focusing on the service region, local education institutions, natural science organizations, and conservation communities.
- Cultivate strategic partnerships with schools, nature centers, researchers, conservation organizations, and donors.

## **Program Oversight & Educational Impact**

- Ensure the quality and effectiveness of science education programs, workshops, and field-based learning experiences.
- Oversee curriculum development, community science initiatives, and educator training efforts.
- Incorporate current research and best practices in science communication and experiential learning.

## **Fundraising & Resource Development**

- Drive fundraising efforts including individual giving, memberships, foundation and government grants, and earned income opportunities.
- Build and maintain strong relationships with donors, funders, and sponsors who support science and environmental education.
- Lead the planning and execution of fundraising campaigns and donor engagement events.

## **Organizational Management & Finance**

- Oversee financial management including budgeting, forecasting, and reporting (P/L statements) to ensure fiscal responsibility.
- Ensure compliance with all applicable laws, regulations, and ethical standards.
- Manage facilities, equipment, and natural assets (e.g., trails, gardens, facilities, etc.) as applicable.

## **Team Leadership & Culture**

- Hire, develop, and supervise a diverse team of educators, program staff, and administrative personnel.
- Foster a collaborative and inclusive, culture aligned with the organization's mission that expects excellence as the norm standard.
- Ensure staff receive appropriate training in a wide range of appropriate topics; Examples include science communication, safety, and educational programs.

## **Board Relations & Governance**

- Work closely with the Board of Directors to set priorities, report on organizational performance, and support governance practices.
- Engage the Board in strategic planning, fundraising, and community outreach initiatives.
- Provide timely and accurate information for decision-making, meet benchmarking goals, and provide reports as required.

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***Qualifications:***

- Bachelor's degree required; advanced degree in education, environmental science, biology, natural resource management, or nonprofit leadership preferred.
- Minimum 5 years of leadership experience in a nonprofit or educational setting, preferably in science or environmental education.
- Demonstrated success in fundraising, donor relations, and successful grant writing.
- Strong background in program development, public engagement, or outdoor education programs.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrative passion for lifelong learning, goal achieving, servant leadership, and elevating the work of others.

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***Compensation & Benefits:***

- Salary: \$90,000-\$110,000; Commensurate with experience
- Benefits: campus housing, partial reimbursement for health insurance plan, sponsored IRA plan with 3% match, mileage reimbursement at current IRS rate.
- 18 days of PTO a year which restarts September 1<sup>st</sup> and 7 Federal Holidays: Labor Day, Memorial Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day

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***How to Apply:***

Please submit a cover letter and resume to [information@eowilsoncenter.org](mailto:information@eowilsoncenter.org) by June 27. Applications will be reviewed on a rolling basis.