



## Director, Education Programs

### Job Summary

Crystal Cove Conservancy is in a unique position to combine a growing and reliable stream of earned revenue with significant new and ongoing philanthropic support to create substantial resources for ongoing, deep investment in education program development – mission work identified by the Board of Directors and the Executive Leadership Team as the organization’s highest priority. With a generative partnership with California State Parks (CSP) and University of California, Irvine (UCI) and a unique, high-impact suite of programs already developed, The Conservancy is seeking a motivated professional to lead the organization’s flagship work.

Reporting to the Executive Vice President & Chief Program Officer (EVP/CPO) in a growing organization, the Director, Education Programs will be responsible for overseeing and expanding our suite of K-college STEM education programs for diverse communities of students. Initially, the director will need special focus on building an effective team, reviewing current program offerings, and shoring up partnerships.

The ideal candidate is a collaborative, science- and data-driven, forward-thinking professional who will provide strategy and leadership for all aspects of our organization’s educational programs. With a priority on strategic program development and innovation, the Director, Education Programs will develop new, and iterate and grow current programs, specifically in the areas of science, conservation, and engineering through focused K-12 and career pathways initiatives that center on equity and access, especially for people who have been historically excluded from protected lands and waters and the environmental movement.

Highest priority for year 1 will be the development of a K-College Coastal Engineering Program in partnership with the Samueli School of Engineering UCI – one of several critical partnerships with UCI. The Director will also explore and develop new programmatic opportunities – including a climate science MPA boat program, overnight education programs, and career pathways programs. Working with senior leaders across the organization and the Board’s education committee, the Director will evaluate current programs, introduce best practices from the field, and align resources to successfully execute The Conservancy’s strategic vision for education programs. The Director will influence and inform the programs portfolio, closely collaborate with State Parks programming staff, oversee program teams and budgets, and represent The Conservancy’s programming and impact to external audiences including funders, partners, and the Board when appropriate.

### **Essential Duties & Responsibilities:**

#### *Program Leadership and Management*

- + Oversee all aspects of educational programming, including program operations, curriculum, digital programming, online and live events, podcast and other programming opportunities.
- + Supervise a team of more than a dozen educators to develop and implement programs.



- + Develop new curricula and maintain and update current curricula for K-12 STEM education programs.
- + Provide consultation and collaborative support to the EVP/CPO and Program Manager, Advocacy and Engagement, and others, to the development of community programs.
- + Oversee program outreach and teacher/school recruitment and related processes to meet strategic goals.
- + Manage strategic partnerships including State Parks, UCI, Sacred Places Institute for Indigenous People and other Indigenous-led and indigenous-focused organizations, Irvine Ranch Conservancy, Newport Landing Sportfishing, and other partnerships as required.

#### *Strategic Planning and Leadership*

- + Working closely with the EVP/CPO and the Board's Education Committee, review and extend the organization's Strategic 5-Year Plan for education programs including assessing expansion opportunities and reviewing and maintaining current program implementation, relevance, and impact.
- + In collaboration with other leadership team members, work to advance The Conservancy's efforts to connect with and serve diverse communities that have been historically excluded from open spaces in Orange County and careers in the field of natural resource management.
- + Evaluate and iterate management systems to ensure the consistent and high-quality delivery and operations of all programs.
- + Oversee fiscal management of all education programs in collaboration with the ELT, Advancement, and Finance Depts., including creating programmatic budgets and reports.
- + Under the direction of the EVP/CPO, provide support for the annual budget development process, reporting templates, case statement, and impact reports.

#### *Fundraising*

- + Work closely with EVP/CPO and Advancement Team as requested on fundraising activities including developing case statements, proposals, and reports, cultivating relationships and soliciting and stewarding funder investments, especially with institutional funders.
- + Assist with the development of fundraising resources including grant applications, program materials, videos, etc.
- + Ensure alignment between program design and implementation with fundraising proposals and grant commitments and in collaboration with the Finance team, track restricted funds and fund releases.

#### **Qualifications:**

- + Bachelor's degree and preferred graduate level degree in related fields
- + 7-10 years of experience in a similar role
- + Strong verbal and written communication skills and the ability to organize complex concepts and to communicate to diverse audiences including: Board members, staff, community members and funders
- + Exceptional organizational, project management, written and verbal communication, and relationship management skills



- + Entrepreneurial work ethic, a desire to “get the job done”, and ability to pinpoint problems AND create solutions
- + Expertise in technology including Microsoft Office suite, Teams, databases, and the ability to learn new applications and technologies ongoingly
- + Creative and collaborative spirit, ability to be flexible and responsive
- + Ability to manage and motivate a cross-functional, multi-site staff and large, complex projects initiatives with diverse stakeholders
- + Experience managing a complex budget with multiple funding sources

**Status:**

Full-time exempt, 40 hours per week.

**Compensation:**

Depending on qualifications \$85,000-110,000/year

**Reports to:**

Executive Vice President & Chief Program Officer

**Location:**

Crystal Cove State Park.

**Physical Requirements:**

Due to the location of The Conservancy offices and the nature of the education programs, the position is primarily office-based, with frequent work outdoors in all weather conditions, including heat, direct sun, wind, rain, and cold. Candidates must be able to use office equipment such as computers and printers 90% of the time. The ability to occasionally lift and move objects up to 25 pounds is also required as well as the ability to walk or hike more than a mile and negotiate uneven and occasionally steep terrain.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply. Those who may need special accommodations to meet the requirements of the role are also encouraged to apply and discuss accommodation needs with the HR dept.

**About Crystal Cove Conservancy:**

Crystal Cove Conservancy (The Conservancy) is the nonprofit public benefit organization dedicated to the protection, preservation, and sustainability of Crystal Cove State Park, located ancestral homelands of the Acjachemen and Tongva Tribal Nations.

Rooted in saving this rare piece of California’s natural resources and cultural history, Crystal Cove Conservancy and California State Parks have worked together to develop a unique social enterprise



model. This model allows Crystal Cove Conservancy to spearhead efforts to develop innovative educational programs that engage K-12 students and community members in place-based conservation, preserve historic beach cottages, conserve miles of precious California coastline, steward acres of threatened habitat, and promote access for historically-excluded groups.

Please visit our website at [www.CrystalCove.org](http://www.CrystalCove.org). To apply, please submit cover letter and resume to [edjobs@crystalcove.org](mailto:edjobs@crystalcove.org).