

## **Prairie Loft Center for Outdoor & Agricultural Learning** in Hastings, Nebraska

### **ASSOCIATE DIRECTOR** *(Full time salaried)*

Prairie Loft is a 501c3 nonprofit organization dedicated to bringing people of all ages together through shared outdoor experiences. Our mission is to teach agriculture appreciation, outdoor education, cultural connections, and the wise use of natural resources.

#### **Position Description**

The Associate Director will work as part of a small dynamic team to provide experiential outdoor education programs for people of all ages, backgrounds, and abilities. Reporting to the Executive Director, the Associate Director will help build a solid foundation for Prairie Loft to expand and deepen its outreach and community engagement. The Associate Director plays a critical role in shaping and implementing the organization's strategy, including oversight of services and programs, operations, and financial management. In cooperation with the Executive Director and Board, the Associate Director leads the annual planning and budgeting process as well as a few new strategic initiatives and special projects each year, and supports the implementation of Prairie Loft's program goals. This position works collaboratively with the Executive Director and Program Staff. Duties subject to change based on qualifications and strengths.

### **RESPONSIBILITIES**

#### **Organizational Leadership**

- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of their purpose, role and contributions to the organization.
- Serve as an advisor and co-strategist to the Executive Director, providing sound counsel and confidentiality.
- Ensure Prairie Loft's external programming and internal culture, policies and practices align with the organization's commitment to diversity, inclusion and engagement.
- Work with and support the Executive Director to develop and implement strategies around communications, marketing, website and database.

#### **Planning**

- Participate as a member of the fundraising team and assist with growth of the organization
- Oversee and analyze success and challenges with current programs and services. In collaboration with the leadership team, design and develop program offerings and metrics based on analysis, in accordance with strategic plan, and in support of organization's mission, to increase depth and breadth of impact.
- Develop long-term strategies for organizational staffing and structure that ensure Prairie Loft's current and future needs are met.

#### **Financial Management**

- Oversee and lead the annual budgeting process: Prepare budget and rationale for review and approval by the board of directors, manage activities effectively within the organizational budget, and report accurately on progress and challenges.
- Assist the Executive Director with oversight of long-range strategic financial and budgetary planning and cost management in alignment with strategic plan.
- Ensure continued financial viability through sound fiscal management.

- Serve as a staff liaison to the Finance committee.
- Effectively communicate and present pertinent information at board and committee meetings.
- Provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Work with the Executive Director and fundraising team to align financial management with short- and long-term fundraising planning and projections.
- Ensure (1) sound fiscal policies, procedures and internal controls; (2) cash flow management plan in place; and (3) compliance with requirements from funding sources as well as federal and state authorities/regulators.

### **Special Projects and Initiatives**

- Lead the development, planning, implementation, and analysis of special projects as needed.
- Provide supervision to staff members who have assignments that support special projects.

### **Other**

- Serve as primary contact for organizations and private parties renting facilities on site for activities and events, and manage records for tasks outlined above.
- Assist with event planning and implementation.
- Assist with basic upkeep and cleanliness of program facilities and administrative space
- Attend and participate in Board and Executive Committee meetings.
- Represent the organization externally, including speaking at public events and meetings.
- Help to create an inclusive and welcoming environment for all individuals in compliance with Prairie Loft's Policies for an Inclusive and Expansive Culture
- Fulfill other responsibilities as needed, determined in cooperation with Executive Director

## **QUALIFICATIONS**

- Deep curiosity and passion to help further Prairie Loft's mission to teach agriculture appreciation, outdoor education, cultural connections, and the wise use of natural resources
- Bachelor's degree, plus related professional experience (including at least three years of nonprofit management experience).
- Experience in strategic planning, project management, financial management, staff supervision and development, and leading key strategic initiatives.
- Experience with diversity, inclusion and engagement initiatives for internal (staff and board) and external audiences (current or prospective participants, volunteers, and/or donors).
- Knowledge of key nonprofit organizational activities including fundraising, human resources and marketing and communications. Experience in these areas is preferred.
- Willingness, availability and ability to travel occasionally. Must have a valid driver's license.
- First aid training and certification a plus

## **ATTRIBUTES**

- Demonstrated ability to work independently and manage work time effectively with little supervision to ensure preparedness and timely project completion.
- Demonstrated excellence in verbal and written communication, particularly the ability to present information, ideas, directions, etc. in a clear and concise manner

- Willing to work with flexibility, cooperation, and collaboration as part of a small team
- Flexibility to adjust approaches to best serve the mission and activities of the organization
- Familiarity with Quickbooks, data management software, and other administrative technology
- Valid driver's license and reliable transportation
- Physically able to conduct outdoor work and traverse uneven terrain
- Comfort and experience with public speaking to large and small groups on complex topics.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Energetic, flexible, collaborative and proactive.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Required schedule includes evening and weekend work throughout the year.
- Requires frequent use of a telephone, speaking in a clear and understandable manner.
- Frequently requires the ability to work for several hours at a time at a desk and computer monitor.
- Requires frequent verbal communication in the form of public speaking in front of groups, often for several hours at a time.

## **BENEFITS**

- Innovative, community-oriented, professional and creative work culture with a casual dress code
- Initial training period included as paid time
- Ongoing training and professional development opportunities
- Health savings account, retirement plan, cell phone stipend
- Two weeks paid vacation plus major holidays.
- Mac laptop provided for Prairie Loft business purposes
- Our organization is a member of the Nonprofit Association of the Midlands ([www.nonprofitam.org](http://www.nonprofitam.org)). Staff have access to NAM Professional Development resources and NAM benefits.

## **ADDITIONAL INFORMATION**

- Reports to: Executive Director  
Classification: Regular, Full-time (1.0 FTE), Exempt
- Compensation: \$36,000 - \$40,000 per year to start

## **How to Apply**

To apply, submit a letter of interest; resume; and name, address, and email addresses of three references by email to [amy@prairieloft.org](mailto:amy@prairieloft.org). No phone calls, please.

### **Application deadline – Open until filled** (posted 10.19.2021)

Before an offer of employment is made, the organization will conduct a pre-employment background investigation, which includes a criminal background check.

Prairie Loft is an Equal Opportunity Employer (EOE)

Organizational info: [www.prairieloft.org](http://www.prairieloft.org) or find us on Facebook