

Job Title

Director, Ansonia Nature and Recreation Center

Department

Nature Center

Salary Range

A-6 (per City of Ansonia salary schedule)

Reports To

Mayor, City of Ansonia

Under the general direction of the Parks and Recreation Commission

Position Summary

The Director of the Ansonia Nature and Recreation Center serves as the chief executive and administrative officer of the Center, responsible for leadership, strategic planning, operations, and stewardship of a 156-acre municipal nature preserve. The Director works collaboratively with the City of Ansonia, staff, volunteers, government agencies, and non-profit agencies, such as the Friends of the Ansonia Nature and Recreation Center, Inc. (FANCI) to advance the Center's mission, vision, and public value as an environmental, educational, and recreational resource for the community.

The Director is accountable for program excellence, fiscal management, staff and volunteer leadership, land and facility management, community engagement, and governmental relations.

Essential Duties and Responsibilities

Administration, Leadership, and Oversight

- Implements and administers policies, procedures, and goals of the Ansonia Nature and Recreation Center in accordance with City policies.
- Provides overall leadership to ensure organizational effectiveness, program quality, and mission fulfillment.

- Acts as chief spokesperson for the Center within the City of Ansonia and to external partners, agencies, and the public.

Planning and Budget

- Develops and implements the annual operating plan and annual budget.
- Operates the Center within approved budgetary constraints and authorizes expenditures within established limits.
- Works closely with the City of Ansonia to monitor progress, assess needs, and plan for future growth.

Fund Development and Financial Sustainability

- Oversee comprehensive fundraising and revenue-generation efforts, including program fees, grant writing assistance, capital campaigns, fundraising events, memberships, corporate sponsorships, and planned giving.
- Supervises and participates in grant development and compliance in coordination with City and non-profit partners.

Programs and Environmental Education

- Oversee the creation, implementation, and evaluation of diverse environmental education and recreation programs for all ages.
- Develops programming for public and private schools, homeschool groups, internships, workshops, and community engagement initiatives.
- Ensures programs foster environmental awareness, conservation ethics, and understanding of human relationships with natural resources.

Staff and Volunteer Management

- Recruits, supervises, trains, motivates, and evaluates all full-time and part-time staff and volunteers.
- Promotes a safe, inclusive, professional, and mission-driven workplace culture.

Buildings, Grounds, and Land Stewardship

- In cooperation with the City of Ansonia and Public Works Department, oversees management, conservation, and enhancement of the 156-acre nature preserve as an integral ecosystem.
- Supervises maintenance of trails, grounds, athletic fields, boardwalks, and facilities, including planning and oversight of expansion, modification, and capital improvement projects.
- Oversees care, maintenance, and use of all buildings, property, equipment, and infrastructure.

Exhibits, Wildlife, and Research

- Oversees design, installation, and maintenance of indoor and outdoor educational exhibits, including animal displays (fresh and saltwater aquaria, reptiles, amphibians, mammals, and birds).
- Administers and supervises wildlife rehabilitation assistance as permitted under applicable state and federal regulations.
- Encourages and facilitates appropriate scientific research at the Nature Center.

Community, Government, and Partner Relations

- Cultivates strong relationships with environmental, educational, governmental, and civic organizations.
 - Works closely with Ansonia Public Schools and other educational institutions.
 - Serves as staff liaison and member of the Board of Directors to non-profit organizations, and other affiliated or support organizations.
 - Coordinates with local, state, and federal agencies including, but not limited to, CT DEEP, USDA, and U.S. Fish and Wildlife Service.
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Peripheral Duties

- Participates in community initiatives and interdepartmental City projects.
 - Performs related duties as required to support the mission and operations of the Nature Center.
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Desired Minimum Qualifications

Education

- Master's degree in environmental science, biology, natural history, or a closely related field;
or an equivalent combination of education and progressively responsible experience.
- Working knowledge of municipal government and business or nonprofit administration preferred.

Experience

- Minimum of five (5) years of demonstrated successful leadership and administrative experience in an environmental education, nature center, park, or similar setting, including:
 - Staff and volunteer supervision
 - Program and curriculum development
 - Fundraising and grant writing

- Budgeting and financial management
- Land and facilities management
- Community engagement and public relations

Licenses and Permits

- Ability to obtain and maintain required state and federal permits related to wildlife custody, exhibition, and research, including CT DEEP and U.S. Fish and Wildlife permits, as applicable.
 - Ability to complete the preparation and submission of annual regulatory reports to the U.S. Department of Agriculture (USDA), U.S. Fish and Wildlife Services (USFWS), and the Connecticut Department of Energy and Environmental Protection (DEEP).
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Knowledge, Skills, and Abilities

- Project and program management
 - Grant writing assistance and support
 - Promotes fundraising initiatives for generating income to support the care for animals and all other expenses related to the operations of the Nature Center
 - Environmental education and instruction
 - Conservation and land management practices
 - Personnel supervision and leadership
 - Relationship building with governmental and civic partners
 - Strong written and oral communication skills
 - Proficiency with Microsoft Office applications and relevant financial and donor management systems
 - Ability to operate outdoor power equipment and tools
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Tools and Equipment Used

Computers, copiers, financial and donor management software, audiovisual equipment, landscape and gardening tools, and small power tools.

Physical Demands

While performing the duties of this position, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crawl, and use hands and arms to operate equipment. The position requires the ability to see, hear, smell, and communicate effectively. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment

Work is performed in both office and outdoor settings. The work environment may include exposure to weather conditions, animals, and moderately noisy conditions.
