



Position title: Education Director

Reports to: Executive Director

Status: Full-time, exempt

Salary: \$62,000 - \$72,000

Benefits: Health & dental insurance, Simple IRA, paid time off, sick leave, 16 holidays, cell phone stipend, long-term disability and life insurance, and pro deals

ABOUT US:

Rocky Mountain Field Institute (RMFI) was founded in 1982 and is a 501(c)(3) nonprofit environmental organization based in Colorado Springs, Colorado, dedicated to the conservation and stewardship of public lands in Southern Colorado. RMFI is committed to protecting and enhancing the ecological health of our land and water resources by completing projects focused on watershed restoration, forest health, and creating sustainable outdoor recreation opportunities. By prioritizing the involvement of community volunteers and youth, RMFI envisions a world where our work fosters vibrant and healthy natural systems that are respected and cared for by the public.

POSITION SUMMARY:

Rocky Mountain Field Institute is searching for a passionate and inspirational Education Director that is committed to providing high-quality education programs across diverse platforms. The Education Director will lead RMFI’s educational initiatives aimed at promoting environmental conservation and stewardship. This role is responsible for designing, implementing, and overseeing educational programs for high-school aged students and adults that engage diverse audiences and support RMFI’s conservation goals. The Education Director will collaborate with staff, volunteers, and community partners to enhance environmental literacy and inspire a commitment to protecting our public lands. They provide leadership and guidance to the education department to ensure professional standards are upheld and organizational objectives are met. The Education Director must have experience in trail construction and maintenance as well as experience teaching environmental/conservation education and curriculum development. This position serves as an integral member of the leadership team in guiding the organization while supporting annual planning, budgeting, fundraising, strategic planning, board participation, and decision-making about the future of Rocky Mountain Field Institute.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for all aspects of the education department including planning, budgeting, staffing, and performance.
- Establishes departmental goals, defines key performance metrics, and tracks departmental performance.
- Designs and develops educational programs, workshops, and curricula that align with RMFI’s mission and conservation objectives.

- Shapes a vision and strategy for impactful school and public programs, and partnerships.
- Oversees the development, alignment, and integration of learning, engagement, and partnerships to engage the local community.
- Oversees a systematic and focused community education program that creates relevant, engaging, and inclusive public programs (onsite and offsite) that align with the needs of the diverse communities of Southern Colorado.
- Ensures all educational programs comply with applicable standards and meet partner expectations.
- Leads and directs the education department work while having responsibility for personnel actions including hiring, performance management, and termination for staff and interns.
- Establishes and maintains an effective evaluation program for ongoing and completed programs.
- Builds and maintains relationships with schools, community organizations, and other stakeholders to expand RMFI's educational reach.
- Oversees education department mid-year and annual performance reviews for staff.
- Contributes to strategic planning, direction, and goal setting for the department and collaborates with senior management for organizational planning.
- Assists in writing grant proposals to fund programs.
- Collaborates with the Development Department to prioritize and develop funding strategies and writes proposals for federal agencies and private foundations.
- Supports staff in creating final reports for grantors detailing the use of funds and impact.
- Assists in improving RMFI's internal framework by looking for ways to improve efficiency, productivity, and professionalism; expand and deepen the reach of our mission; and adhere to best practices.
- Represents Rocky Mountain Field Institute in meetings with donors, advocates, the media, volunteers, and other community members.
- Other duties as assigned.

EXPERIENCE AND EDUCATION:

- Has at least two years of experience in trail construction and maintenance including restoration knowledge, social trail closure, erosion mitigation, post-wildland fire restoration, and invasive species control.
- Minimum of a bachelor's degree in environmental education, natural resources, natural sciences, education, or a related field.
- Three or more years teaching experiential and inquiry-based programming at a conservation organization or environmental education facility.
- Leave No Trace Master Educator.
- Experience with managing outdoor education programs.
- Must have extensive knowledge of personnel management.
- At least four years of prior experience managing people, teams, and budgets.

COMPETENCIES:

- Ability to develop and mentor others.
- Proven ability to manage people and teams.
- Ability to drive strategic direction.
- Oral and written communication skills.
- Ability to build collaborative relationships.
- Detail-oriented and able to meet deadlines.
- Strong project management skills.
- Ability to write professional reports and briefs.
- Enjoys being an example for others and is above reproach.
- Excellent people skills, a sense of humor, and a positive attitude are a must!
- Ability to interpret project budget balance sheets and P&Ls.
- Proficient at prioritizing and working on multiple projects simultaneously.
- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them independently and cooperatively as a team member.
- Proficiency in computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Attentiveness, creativity, and originality.

REQUIREMENTS:

- Must be at a minimum of 21 years of age.
- Must pass a pre-employment background check.
- A valid driver's license and good driving record.
- Frequent lifting, carrying, pushing, and pulling objects weighing up to 100 pounds.
- Ability to participate in vigorous physical activity at altitudes up to 14,000 feet.
- Ability to pass the workplace capacity test upon arrival at RMFI.
- Desire and ability to live in the backcountry without common luxuries such as running water, running toilets, electricity, and cell phones.

WORK SCHEDULE

- This is a position based in Colorado Springs, Colorado. To fully meet the job requirements some travel, evening, overnight and weekend work is required. Overnight camping for multiple consecutive days will be necessary due to the remote location of project sites. The position is office-based, though significant fieldwork is required during peak season.

Rocky Mountain Field Institute is an equal opportunity employer and will consider all applicants for all positions equally without regard to race, sex, age, color, religion, national origin, veteran status, or any disability as provided in the Americans with Disabilities Act. Your application will be given every consideration, but its receipt does not imply that the applicant will be employed.