Director of John T. Huston-Dr. John D. Brumbaugh Nature Center
Job Description

The Nature Center Director is responsible for management and operation of the University of Mount Union’s John T. Huston-Dr. John D. Brumbaugh Nature Center. The position requires a broad knowledge of natural science, nature education, working with people of all ages and backgrounds, organizational management, land stewardship, and supervision of staff. Experience in the operation of a nature center, research station, and/or land trust is highly desirable.

Duties include but are not limited to:

**Administrative**
- **Strategic Planning** – Works with the Nature Center staff and Academic Affairs to develop/maintain and implement a strategic plan.
- **Budget Planning** – Works with the Nature Center staff to develop the annual operating budget and oversees the Nature Center’s operations to stay within the constraints of the budget.
- **Personnel** – Supervises full- and part-time paid staff including: Nature Center Site Manager, Facilities Manager, Program Director, Community Outreach Coordinator, Sustainability and Academic Outreach Manager, and Assistant Director. This includes conducting annual employee reviews and administering personnel policies as developed by the University of Mount Union.
- **Technology** – Leads the purchase, maintenance, and replacement of the Nature Center’s technology in concert with the University’s Information Technology (IT) Department.
- **Facilities and Grounds** – Works with Nature Center staff and volunteers to ensure the Nature Center’s facilities and grounds are maintained in good condition.
- **Sustainability** – Works with Nature Center staff and the University’s Sustainability Management Advisory Committee (SMAC) to meet the growing concern for sustainability at Mount Union and throughout the Alliance community.
- **Academic Support Programs** – Promotes and oversees use of the Nature Center for University courses, the Brumbaugh Scholars Program, field research, and service learning opportunities as well as other initiatives described in the Nature Center’s 10-year Vision Plan.

**Land Stewardship**
- **Current land holdings** – Works to assure the Nature Center’s land is managed using the best available science to achieve conservation goals. Works with Nature Center staff to establish and maintain land management plans. Ensures land management on the original 109-acre parcel prescribes to Dr. Brumbaugh’s intentions for the development of a nature center. Oversees use and protection of the 22.5-acre Ball Research Forest.
- **Prospective land acquisitions** – Remains mindful of potential land acquisitions adjacent to the existing nature preserve that would benefit the Nature Center and protect its watershed.

**Education**
- **Programming** – Works with the Nature Center staff and volunteers to develop the Nature Center’s programming and events.
- **Naturalist** – Occasionally leads nature walks or presents lectures or programs for visitors of all ages.
Marketing

- **Marketing and Public Relations** – Works with the Nature Center staff in a wide variety of tasks including printed materials, press releases, social media, etc. Works with Nature Center staff to market the Nature Center’s facilities and resources to internal and external constituents.

- **Public Speaking** – Speaks to community organizations and is the spokesperson for the Nature Center unless otherwise delegated to other Nature Center staff.