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*Cope Environmental Center  
1730 Airport Road  
Centerville, Indiana 47330*

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## EXECUTIVE DIRECTOR POSITION

### Organizational Overview

Cope Environmental Center is situated on 130 beautiful acres in Centerville, Indiana. The property features over three miles of hiking trails meandering through hardwood forests, grasslands, over 12 acres of prairie, three wetlands, and two ponds, and a significant collection of conifers. The property is used by hikers daily and is the outdoor classroom for thousands of school students each year. The trails also host hundreds of summer campers in June and July and provide a beautiful setting for community groups and events.

Cope Environmental Center's new facility exemplifies its philosophy and mission to act as a powerful teaching tool for sustainable living in East-Central Indiana. In the living building challenge, which has arguably the most rigorous green building standards in the world promotes the sustainable use of the earth's resources. Currently, only 23 buildings in the world have reached "Living Building" certification. CEC hopes to be among the next in line.

In addition, with CEC as the "trailhead" for Indiana's Bicentennial Legacy Conservation Area and Children of Indiana Nature Park, the building is a launching point and orientation space for the thousands of students and visitors from across the state coming to CEC to learn about conservation and sustainability.

### *Our Mission and Vision*

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***[Mission] We promote the sustainable use of the earth's resources through education, demonstration, and research.***

***[Vision] We inspire and challenge individuals and communities to achieve ecologically sustainable lifestyles to secure a sustainable future for all life on earth***

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## **Position Summary**

Cope Environmental Center is seeking an experienced and qualified Executive Director. The Executive Director will be the voice and face of the CEC on local, state and national levels. The CEC is an environmental education organization that promotes the sustainable use of the earth's resources through education, demonstration and research. Cope Environmental Center is situated on 130 acres with over three miles of hiking trails open to the public 365 days a year. Our educational programs reach thousands of participants every year. The Executive Director provides a passion for Cope's mission and vision, provides leadership in fundraising, identifying current trends and future opportunities, demonstrates leadership, managerial, networking, and public speaking skills, possess environmental knowledge and an eagerness to continue learning and leads a strong team of professional and seasonal staff.

## **Essential Responsibilities and Duties**

### **Human Resources**

- Knowledge of personnel management including the ability to recruit, hire, and effectively supervise full and part-time employees and volunteers.
- Maintains a climate which attracts, retains and motivates a diverse staff of talented and qualified employees.

### **Fund Development**

- Experience in nonprofit management and fundraising
- Leads fund raising efforts especially through building relationships with donors locally and nation-wide.
- Maintain a positive and productive relationship with current and past donors.
- Develops a pragmatic budget and works for financial stability.

### **Marketing and Development**

- Competent with computer including familiarity with Microsoft Word, Excel, PowerPoint and the Google platform
- Works with Cope staff, Executive Committee, full board and committees to develop and implement long-range and annual strategic plans.
- Publicizes and promotes the mission and vision of Cope locally, statewide, and nationally by speaking to groups, participating in community organizations and events and working with media representatives.
- Enhances the organizational structure to realize the Cope Center's goals and plans.
- Oversees the effective use of the Living Building Challenge building as well as all-natural attributes of the land.

## **Community Outreach**

- Ability to partner with community, state and national environmental and nature organizations.

## **Governance**

- Works with the Board of Directors to accomplish the mission and vision of Cope

## **Minimum qualifications:**

- Bachelor's degree
- Advanced degree preferable
- Environmental sustainability knowledge
- Ability to work both independently and as part of a team.
- Passion for Copes mission and vision statement.
- Excellent interpersonal skills, possesses a welcoming and engaging personality.
- Excellent oral and written communication skills.
- Demonstrate leadership, managerial, networking, and public speaking skills.
- Strong logistical long range and strategic planning skills.

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## **To Apply**

**Please send cover letter, resume and a minimum of three references to:**

Cope Environmental Center  
Attn: Alan Spears, Chair  
Board of Directors  
1730 Airport Road  
Centerville, IN 47330

Or you may email to: [careers@copeenvironmental.org](mailto:careers@copeenvironmental.org)

Deadline to apply: Open until filled