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Consulting Managing Director – Waterfall Center for Bioregional Learning

Location: Schoharie County, NY (Hybrid – Virtual & In-Person)

Position Type: Part-time consultant (potential for full-time position)

About the Waterfall Center for Bioregional Learning

The Waterfall Center for Bioregional Learning is a newly formed organization serving the Bioregion defined by Schoharie Creek. The Center was formed to serve as a community hub for ecological stewardship, bioregional collaboration, and interdisciplinary education.

Our mission is to protect and strengthen the land, water, ecology, and cultures of Skóhare (the Schoharie Valley) and surrounding bioregion through community-led initiatives, partnerships, and knowledge-sharing. The Waterfall Center aims to foster a sense of place through education, research and advocacy – integrating traditional ecological knowledge, scientific research, and hands-on creative practice.

Opportunity Overview

The Managing Director will be instrumental in shaping and implementing the Waterfall Center's initial projects including programs, partnerships, outreach efforts, activities, and financial stability. This position requires a dynamic and motivated individual with a strong background in non-profit management, program development and implementation, community engagement, and education.

The Managing Director will work closely with the Center's board of directors and advisory board, local community leaders, academic institutions, and partner organizations to design, implement, and facilitate place-based learning initiatives, public programs, and collaborative educational projects that promote bioregional resilience and sustainability. This position will coordinate with and monitor the work of several existing consultants, who support the organization with programming, Marketing and communications, and with funding and resource development.

The Waterfall Center is a start-up organization with a limited budget, this position will initially be a contract position with the ability to expand to a full-time salaried position based on available funding and performance.

Beyond initiating and delivering programs from the Waterfall Center and with partners, significant time will be allocated to development and securing funding to operate and

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expand the organization. Deliverables include organizing local meetings, community networking, fundraising, and implementing initial hands-on projects.

This engagement offers a consultant the opportunity to help shape the direction and grow a new organization, work flexible hours, connect with aligned partners in the region, and work with a small energetic, experienced, and enthusiastic team of consultants and volunteer leadership.

Key Responsibilities

Operations & Administration

- Track and report on program outcomes, ensuring alignment with funding requirements and organizational goals.
- Support the development of the Center's physical and virtual learning spaces.
- Oversee the activities and work of staff, consultants, and volunteers that are supporting the organization and its goals.

Fund-Development and Fiscal Management

- Fund development – Work with the consulting grantwriter, oversee and assist with grant identification and preparation, fundraising efforts, and donor relations to support organizational and programming sustainability.
- Budget and Fiscal Management - Assist board of directors in developing an annual approved budget. Manage spending and income to meet the goals and priorities of the Waterfall Center working with the board of directors and outside accountant and bookkeeper.
- Understand business implications of decisions; align work with strategic goals; works within approved budget; develop and implement cost saving measures; conserve organizational resources; embrace and develop competency in software and data management tools (financial systems, HR systems, etc.).

Program Development & Management

- Design, implement, and evaluate educational programs, workshops, and public events focused on bioregional sustainability, ecological restoration, and community resilience.
- Develop interdisciplinary programs that integrate ecological science, local history, Indigenous and traditional ecological knowledge, and creative practice.
- Manage program logistics, including budgeting, scheduling, resource allocation, promotion, and implementation.

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- Ensure programs align with the Center's mission and serve diverse audiences, including students, educators, farmers, land stewards, and the broader community.

Community Engagement & Partnership Building

- Cultivate relationships within the Schoharie Creek bioregion including Indigenous communities, academic institutions, farmers, small businesses, nonprofits, government agencies, and the public.
- Develop and support collaborative initiatives that foster knowledge exchange and bioregional stewardship.
- Facilitate dialogues, roundtables, and community gatherings that encourage participatory decision-making and action.
- Serve as a liaison between the Center and key stakeholders, support local and regional environmental priorities.

Communications & Outreach

- Develop and oversee outreach strategies to engage communities in the Center's work, including digital content, newsletters, and public-facing reports.
- Work with the communications team to promote programs through social media, press releases, partnerships, and other strategies.
- Represent the Center at conferences, events, and public meetings.

Qualifications & Skills

- Substantial non-profit management experience in an operational role.
- A minimum of five years of experience in program development and evaluation, nonprofit management, community engagement, staff and volunteer supervision.
- Demonstrated successful fund-development, funder relations, and grant management experience.
- Strong experience in financial management, creating and managing budgets, applying for and managing grants and other external funds, and applying fiscal oversight, compliance, and controls.
- Knowledge of and experience in program areas such as: ecological sustainability, land use and stewardship, agriculture and farming, business management, community and economic development, cultural issues, place-based education, or related experiences.
- Excellent communication and facilitation skills, with the ability to engage with directors, advisory board, taskforces/committees, consultants, service providers, diverse stakeholders, collaborators, partners, government agencies and organizations, program participants, and the public.

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- Ability to work independently and collaboratively in a dynamic, evolving environment.
- Demonstrated leadership skills, ability to take initiative, work independently and as a team member and partner, creative problem-solving, and commitment to the tasks required for this new organization.
- Experience delivering programs and resources through traditional and hybrid platforms with extensive and multi-faceted outreach using a variety of traditional and innovative methods to deliver educational programs, resources and information in the bioregion.
- Experience disseminating information and promoting programs and resources through diverse media including newspaper, radio, publication, social media, and other outlets.
- Ability to meet the regular travel requirements associated with this engagement; ability to travel among multiple locations for the Center's purposes; a valid driver's license and driving record acceptable for insurance coverage.
- Applicant resides in the Schoharie Valley Bioregion (or proximity) and/or has a strong experience working with rural communities and experience and knowledge of the bioregion is preferable.

Compensation and Terms

\$5-7K per month for consultancy based on availability, experience, demonstrated skills, and a scope of work.

Manager can work remotely but must be available and present for in-person meetings with the Waterfall Center team and partners and for programs/community activities, strategic planning and organizing, and program development activities in the bioregion.

The initial contract period is one year with a three-month mutual trial period, with annual renewals based on budget and performance. Required weekly virtual meetings with core operations team and weekly reporting of programs and initiatives in progress. Written quarterly and a final report for the initial contract period is required.

How to Apply

Interested candidates should submit a resume or CV (or Statement of Qualifications), cover letter, and contact information of three references to info@waterfallcenter.org. Applications will be reviewed on a rolling basis until a qualified candidate is selected.

The Waterfall Center is committed to fostering an inclusive and equitable work environment and encourage candidates from diverse backgrounds to apply. Learn more about the Waterfall Center, please visit <https://www.waterfallcenter.org/>

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