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Consulting Managing Director – Waterfall Center for Bioregional Learning

Location: Schoharie County, NY (Hybrid/In-Person)

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

About the Waterfall Center for Bioregional Learning

The Waterfall Center for Bioregional Learning is a newly formed organization in Schoharie County, NY, 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 the Skóhare (the Schoharie Valley) 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, action, and creative practice.

Opportunity Overview

The Managing Director will be instrumental in shaping and implementing the Waterfall Center's initial projects and work in the community 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, community engagement, environmental education, and program development and implementation. The Managing Director will work closely with the **Founding Team/Core Organizing Committee**, 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.

Since this 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 resource development and securing financing to operate and expand the organization. With deliverables around organizing meetings locally, community networking, fundraising, and implementing initial hands-on projects.

This engagement offers a consultant the opportunity to 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.

Key Responsibilities

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, promoting, and implementing.
- Ensure programs align with the Center's mission and serve diverse audiences, including students, educators, farmers, land stewards, and the broader community.
- Displays willingness to make timely decisions; exhibits sound and accurate judgment; ensures compliance standards are met; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

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.
- Act as a liaison between the Center and key stakeholders, advocating for 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.

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.

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- Oversee the activities and work of staff, consultants, and volunteers that are supporting the organization and its goals.

Fiscal Management and Development

- Financial development – Assist in grant writing, fundraising efforts, and donor relations to support program sustainability.
- Strong experience in finance oversight and management.
- Understands business implications of decisions; aligns work with strategic goals; works within approved budget; develops and implements cost saving measures; conserves organizational resources; embraces and develops competency in software and data management tools (financial systems, HR systems, etc.).

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.
- Knowledge of and experience in program areas such as: ecological sustainability, land use and stewardship, agriculture and farming, business management, community and economic development, place-based education, or related experience.
- Excellent communication and facilitation skills, with the ability to engage with Directors, advisory boards and taskforces/committees, diverse stakeholders, collaborators, partners, government agencies and organizations, and program participants.
- Experience in financial management, creating and managing budgets, applying for and managing grants and other external funds, and applying fiscal controls.
- Ability to work independently and collaboratively in a dynamic, evolving environment.
- Demonstrated leadership skills, ability to multitask, take initiative, work independently and as a team member and partner, creative problem-solving, and show enthusiasm and commitment to the required 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 to farmers and stakeholders in the bioregion.
- Experience with successfully disseminating information and promoting programs and resources through diverse media including newspaper, radio, publication, social media, and other outlets.

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- Ability to meet the regular travel requirements associated with this engagement; ability to travel between multiple locations for the Center's purposes; a valid NYS driver's license and driving record acceptable for insurance coverage.

Additional preferred Qualifications:

- Applicant resides in the Schoharie Valley Bioregion (or proximity) or has a strong experience working with rural communities and experience and knowledge of this bioregion.
- Familiarity with Indigenous knowledge systems and community-led conservation approaches.
- Experience in digital storytelling, GIS mapping, and/or participatory research methods.
- A commitment to a physical presence in the bioregion to build community connections with constituencies, local organizations, and community leaders.

Compensation and Terms

\$3k-\$5k per month based on days per week, experience and demonstrated skills.

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, and program development activities in the bioregion.

Initial contract period: Six months, with the ability to renewal based on budget and performance. Required weekly meetings with core operations team, and weekly reports of programs and initiatives in progress. A Final Report for the initial contract period is required.

How to Apply

Send the following to **info@waterfallcenter.org**:

- Your **CV/Resume** and/or Statement of Qualifications
- A **brief cover letter** sharing why this work excites you
- **Three professional references** who can speak to your leadership, collaboration, and organizing work (preferably from previous clients)

Applications will be reviewed on a rolling basis until the position is filled.

The Waterfall Center is committed to fostering an inclusive and equitable work environment and encourage candidates from diverse backgrounds and experiences to apply.

To learn more about the Waterfall Center, please visit <https://www.waterfallcenter.org/>