

Executive Director
Cope Environmental Center

Cope Environmental Center (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 in Centerville, Indiana with over three miles of hiking trails open to the public 365 days a year. Our educational programs reach thousands of participants every year. CEC was certified as a Living Building in 2021, one of only 29 in the world and the only one in the state of Indiana. This building, along with the Children of Indiana Nature Park and the Bicentennial Trail project, has led to significantly increased exposure for the Center and its program offerings.

EXECUTIVE DIRECTOR job profile:

The Executive Director (ED) reports to the Board of Directors and is responsible for the management, administration, and daily operations that drive the success of CEC. The ED is responsible for all aspects of fundraising, including but not limited to membership development, annual funding and major donor development using a relationship-driven approach to philanthropy and constituent management. The ED will maintain a strong public presence in Richmond and Wayne County, Indiana for the purpose of increasing awareness and community support.

EXECUTIVE DIRECTOR duties and responsibilities:

- Actively oversee CEC operations, programs, and fundraising to ensure financial sustainability and overall long-term success.
- Engage in fiscal management through hands-on budgetary development and oversight.
- Foster a collaborative working environment through a team-oriented management style that inspires, empowers, motivates, and develops staff while championing accountability.
- Develop and manage plans and activities for the cultivation and solicitation of annual donors to CEC.
- Develop new and diverse short-term and long-term plans for fundraising including major donor development, corporate support and other revenue generating sources.
- Manage the donor database (Bloomerang), including creation of mail lists, processing gifts, logging each contact, maintaining donor profiles.
- Lead and supervise marketing and communications efforts in partnership with a contracted marketing professional.
- Serve as an ex-officio member of each board committee to drive and support committee activity.
- Actively engage and energize CEC board members, volunteers, donors, corporate sponsors and partnering organizations.
- Ensure effective tracking of activities and results to measure success that can be effectively communicated to the board, donors, and other constituents.
- Maintain procedural and historical files for the organization.

EXECUTIVE DIRECTOR qualifications:

- Bachelor's degree.
- Three to five years of experience as a successful nonprofit leader.
- Three to five years of development experience, including soliciting and securing gifts of varying levels.
- Thoughtful approach to day-to-day operational management and organizational administration.
- Outstanding verbal and written communication skills.
- Self-starter with multidisciplinary project skills and the ability to manage many projects with competing deadlines.
- Exceptional interpersonal skills to effectively interact with board, staff, donors and other key stakeholders.
- Ability to effectively use databases and analyze data to make decisions.