

# Executive Director Exploring New Horizons Outdoor Schools



Now entering our 45th year, Exploring New Horizons seeks a dynamic Executive Director who is passionate about leading our team of program leaders and naturalists to deliver life-changing outdoor education programs.

Founded as a nonprofit in 1979, [Exploring New Horizons](#) (ENH) engages school groups in outdoor education programs that empower students, build environmental literacy, and strengthen school communities. ENH partners with 100 greater San Francisco Bay Area schools, engaging over 7,000 students a year in 3 to 5-day residential programs at our Pigeon Point and Sempervirens sites near Santa Cruz, CA.

This role would be a great fit for someone passionate about outdoor education and nonprofit management, with experience leading a team and managing organizational budgets.

## **JOB RESPONSIBILITIES:**

### ***Leadership & Program Oversight:***

- Develop and implement the ENH 2025 strategic plan & implementation of new growth initiatives
- Manage the leadership team: Finance & Administration Director and two Program Directors to ensure high-quality program delivery and performance of 19 educational staff
- Ensure effective governance and maintain organizational legal compliance with state and federal laws, Camp Association guidelines, health department codes and internal policies
- Network with schools and district leadership to form deeper partnerships

### ***Revenue & Partnerships:***

- Maintain and grow ENH's main revenue through the school-based fee for service model
- Establish and cultivate collaborative and strategic partnerships with other non-profit organizations, state and local government agencies, donors, foundations, and community leaders
- Develop annual fundraising plans and goals to generate additional revenue, including engaging individual donors, identifying potential funders and writing/submitting grant proposals

### ***Finance:***

- Provide leadership and direction to ensure the organization's ongoing financial sustainability by planning and implementing both short- and long-term strategies for financial success
- Support Finance & Administration Director to create annual budgets, set and track revenue and expense goals, and assist with facility, school/district, and employee contracts and negotiations

## PREFERED QUALIFICATIONS

- Demonstrated ability to develop and successfully implement a strategic plan including revenue generation and staff engagement
- 1+ years of non-profit management experience
- Demonstrated success leading large teams (12+) and building strong culture
- Passion for the impact of outdoor, science-based education
- Experience developing multi-stakeholder partnerships, ideally working with donors and funders
- Demonstrated experience in successful financial management and budgeting
- Knowledge of modern residential program protocols, best practices, and facility partnerships
- Familiarity with the landscape of environmental education in California: Blueprint for Environmental Literacy, AEOE, NAAEE, BEETLES, NGSS, Common Core, etc.

*ENH encourages applicants of different backgrounds, cultures, genders, experiences, abilities and perspectives to apply as we are working to increase the diversity of experience on our team. No one comes with the entire complement of skills, so don't let a lack of experience or skill in one specific area deter you from applying.*

## COMPENSATION & BENEFITS

- A base salary from \$100,000-\$125,000
- Medical, dental, and vision insurance
- 4 weeks paid vacation, with the majority to be taken over the summer break (mid-June to late July)
- 14 holiday days
- A 403b retirement plan

*There is flexibility in how this role is filled for the right candidate including:*

- *Opportunity to work mostly remotely (with at least weekly travel to Santa Cruz area)*
- *Flexible work hours*
- *Time off during the school summer and winter breaks*

**To apply:** Send cover letter and resume to: [boardofdirectors@exploringnewhorizons.org](mailto:boardofdirectors@exploringnewhorizons.org). Include "ED application" and "your last name" in the subject line. Interviews scheduled on a rolling basis until the position is filled.

For more information please visit our website <http://www.exploringnewhorizons.org/>.

*Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.*