
Auburn University Job Description

Job Title: **Dir, Graham Farm & Nature Center**

Job Family: No Family

Job Code: **CA42**

Grade OP11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Responsible for the overall operations of the Graham Farm and Nature Center, a 491 acre property owned by Alabama Cooperative Extension System, serving as a site for programming focused towards youth development along with natural resource and animal science education located in Estillfork, Alabama. Manages the mission of the nature center as well as administrative oversight, personnel management, financial planning, and strategic planning.

Essential Functions

1. Oversees the overall operations of the Graham Farm and Nature Center, including administration, programming, food service, maintenance, building and grounds.
2. Oversees all policies and procedures as needed for the Center, in partnership with the state office at Auburn University and the Advisory Board.
3. Develops and implements the business plan for the center in collaboration with the advisory board and ACES administration. Manages and leads initiatives, development activities, and client relations in an effort to ensure continuous growth of membership, donors, outreach efforts, and educational efforts.
4. Secures resources and develops, implements, and evaluates strategies to market the center to both private and public users. Oversees public relations, fundraising, and the creation of long-term systems that will sustain the center. Communicates the center's purpose and vision to staff and stakeholders.
5. Oversees all human resources functions at the center including supervision of staff, recruitment and selection of staff, and other personnel actions. Establishes priorities to ensure that employees conduct business in accordance with policies and procedures.
6. Leads the development, review, and maintenance of the center's budget and monitors the expenditures of funds.
7. Develops marketing and communication plans to promote the vision, mission, goals, and achievements of the Alabama Cooperative Extension (ACES) System and Graham Farm and Nature Center.
8. Compiles a variety of information including fiscal, marketing, and maintenance reports for the center to share with the advisory board, stakeholders, and ACES administration.
9. Ensures quality educational programs are provided to the community along with outstanding recreational activities that will bring clients to the center into the state of Alabama. Ensures all youth programming adheres to the mission and policies of ACES and Auburn University.
10. May perform other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and

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The above essential functions are representative of major duties or positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's degree required. Bachelor's degree in Agriculture, Business, Forestry, Education, Communications or related field desired.
Experience (yrs.)	7	Experience in hospitality, fundraising development, educational services, community or government relations, extension service programs, or related. Experience in providing management and oversight to an outdoor education center or related organization preferred.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of nature-center operations or extension services programs, overall administration including budgets, finance, fund raising, personnel, and membership programs.

Ability to travel outside the center occasionally. Ability to be self-directed and comfortable to make cold calls and visits to clientele and funders.

Certification or Licensure Requirements

Valid driver's license.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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Vision requirements: Ability to see information in print and/or electronically.

Date: 2/26/2021

