



## Barnacles & Bees Executive Director

*We teach that, no matter how small you are, from the tiniest barnacle to the busiest bee, you can have a meaningful and positive impact in your community.*

Barnacles & Bees is a nonprofit organization in Kitsap and North Mason Counties in Washington focused on outdoor education, nature and families. Our goal is to cultivate leaders and creative thinkers, playful families and connected communities. Learning through observation and immersion in nature is at the heart of our organization, our programs, and our values. Find out more about our programs through our website:

<https://www.barnaclesandbees.com>.

Barnacles & Bees is currently seeking an Executive Director who:

- Is an education visionary who can bring us confidently into the next chapter of our work;
- Is an experienced fundraiser who will maintain and grow our financial base; and
- Is an organizational leader who will lead with creativity, compassion, equity and integrity.

### **History**

Barnacles & Bees launched its first program in 2018 with the Family Nature Play Class, a free community program to engage families and children in hands-on outdoor learning. After incorporating as a nonprofit, Barnacles & Bees started Bremerton's first all-outdoor nature program for preschoolers ages 3-6. In response to demand, our Nature Immersion programs continue to expand and we have added a new program at Belfair State Park set to open in Fall of 2023.

### **About the Position**

The Executive Director is a position that will work alongside our Board, Site Administrator, Billing Specialist, Marketing and Communications Coordinator, and educators to continue the vision of the organization. They will lead our current organizational expansion to ensure the quality and consistency of our programs across our four sites at Illahee State Park in Bremerton, Wetlands in Belfair, Belfair State Park in Belfair, and Tanglewood (behind Armin Jahr Elementary by Blueberry Park) in Bremerton. The Executive Director will also focus on fundraising, community outreach and strategic planning as the organization continues to grow. The Executive Director reports directly to the Barnacles & Bees Board of Directors.

This position is a flexible and work from home position, but must be able to travel to meetings, conduct observations in our outdoor classrooms and cultivate fundraising and outreach activities and events in our community.

Barnacles & Bees seeks a leader with a commitment to diversity, inclusion, and equity at the intersection of community and the natural world. The ideal candidate will leverage their excellent leadership and communication skills to develop, build, and maintain strong relationships with internal and external stakeholders. Education, including Outdoor and



Environmental Education, experience is a plus. Nonprofit management and fundraising skills are essential. Also required is the ability to build teamwork in a collaborative manner and empower board members and staff to use their collective skills and experiences to advance the mission of the organization.

### **Responsibilities**

#### **1) Board Governance**

- Works with the board in order to fulfill the organization mission.
- Responsible for leading Barnacles & Bees in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Assist in recruiting new board members.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Will seek Board approval for the following items: Strategy, Budget, Hiring and Professional Development requests.
- Collaborate with the Board to review and update the Strategic Plan, as needed. Use the plan as a road map for development and growth.

#### **2) Fundraising, Outreach and Finance**

- Develop and execute grant, sponsorship and donation programs.
- Work with community partners to critically assess the community's needs and how they intersect with Barnacles & Bees.
- Act as the public face of the organization, representing Barnacles & Bees in videos, photos, newsletters, social media, and public appearances to further programming, fundraising, and outreach goals.
- Develop resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of Barnacles & Bees, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Track the budget throughout the year, work with the bookkeeper and Board Treasurer to prepare and present monthly financial reports for the board.

#### **3) Organizational Management**

- Create a people-centered environment that welcomes diverse perspectives, cultures, and experiences
- Hire all staff and maintain appropriate staffing for all programs.
- Work with the Site Administrator to oversee staff training, including ongoing professional development opportunities for staff that reflect the organization's strategic goals.
- Oversee and document all employee annual evaluations.
- Work with the Site Administrator and teaching teams to improve teamwork, performance and job satisfaction when needed.



- Create a climate of welcome, inclusion and nature connection at all programs, events, and gatherings.
- Ensure all activities are consistent with mission, vision, values, strategic plan, fundraising and outreach plan, and program goals.
- Work with CPA, Bookkeeper, and Payroll Volunteer to complete all annual filings, insurance reviews and contracts for the organization.
- Ensure all activities comply with local, state, and federal law, and ensure proper insurance is in place for organization, staff and Board.
- Arranging appointments, meetings and circulate agendas.
- Prepare reports, letters, and other documents as needed.

#### 4) Program Management

- Work with the Site Administrator to schedule, budget, and sufficiently staff all programs.
- Work with Site Administrator to onboard and process volunteer applications
- Update program goals and learning frameworks to maintain their relevance to community needs and Strategic Plan.
- Review monthly lesson plans from Lead Teachers
- Review student observations from Lead Teachers
- Work with families and staff to resolve issues that arise between any and all parties involved in programs.
- Oversee the creation and updating of policies (both internal and external) that keep programs safe and improving.
- Update and review all program land use agreements. Ensure sites are safely and properly used by coordinating with staff and site managers, as needed.

#### **Professional Qualifications**

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years of senior-level nonprofit management experience or equal experience in administration experience in the education field.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of Barnacles & Bees strategic future to staff, Board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.
- Pass background check.

**Hours**

Part time: 25 to 30 hours per week

Location: Flexible workplace, must be able to travel in and around West Puget Sound

Benefits: Paid sick leave as per WA State law

Barnacles & Bees programs run from September to June.

Barnacles & Bees is actively committed to social equity and justice, and encourages candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of services.

**To Apply**

Please contact us by email at [hello@barnaclesandbees.com](mailto:hello@barnaclesandbees.com) with Resume, Cover Letter and two (2) References from previous employers.