



Director of Land and Facilities

The Schuylkill Center for Environmental Education, a leading environmental education provider in the Philadelphia region, seeks a seasoned facilities supervisor to direct its land management and physical plant maintenance and improvements projects. The Center is on the cusp of a major reinvention of its buildings and 340-acre property, affording the Director the unique opportunity to play a key role in implementing a new master plan for both our land and facilities.

This is a full-time salaried position with a full range of benefits, including vacation, health, dental, vision and retirement. Salary is commensurate with experience. Position reports to the Executive Director and serves on the leadership team.

The position starts immediately.

Essential Duties and Responsibilities

- Manage and motivate the Department's three-plus person department, being responsible for the hiring and management of all full- and part-time departmental staff while guiding the growth and development of the department's personnel.
- Working with the Land and Facilities Manager, continue maintaining and improving the Center's physical facilities, including a large Visitor Center, the Wildlife Clinic, maintenance shop, and more.
- Working with the Land Stewardship Manager, redefine and implement a sustainable restoration/land stewardship program.
- Working with key trustees, relevant committees, the Executive Director, and outside consultants, construction managers and contractors, help guide the implementation of the new master plan for land and facilities.
- Oversee the Center's trail network, including maintenance, improvements, signage and more.
- Develop and manage the departmental budget, including its grants, while approving and tracking expenditures.
- Serve as liaison to the Land and Facilities Committee of the Board of Trustees, the Master Plan Implementation Committee, and any other committees assigned.

Qualifications and Requirements

- A passion for, and experience in, preservation of the natural world.
- At least three years of experience managing the property and/or the physical plant of a comparable institution like nature center, arboretum, small college, etc.
- Experience in project management, especially managing multiple projects at one time, working collaboratively across multiple departments.

- Experience in leading staff, including hiring and evaluation, and performing administrative functions like budgeting and reporting.
- Skilled in the use of a variety of tools and equipment, including tractors, chainsaws, power tools, and more.
- A college degree in a relevant/related field, like environmental science, engineering, etc.

To Apply: Please send your resume and cover letter (no phone calls, please) to Mike Weilbacher, Executive Director, mike@schuylkillcenter.org or mail to:

Mike Weilbacher, Executive Director
The Schuylkill Center for Environmental Education
8480 Hagy's Mill Road
Philadelphia, PA 19128

Deadline: Please apply by the close of business on Friday, October 31, 2014.