



**Job Title:** Menomonee Valley Branch Manager      **FLSA Status:** Exempt

**Reports to:** Senior Director of Education and Strategic Planning

**Date revised:** January 2012

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**Position Summary:** The Urban Ecology Center is opening a new branch in fall of 2012 in the Menomonee Valley of Milwaukee. The Branch Manager will oversee start-up activities, including hiring program staff, recruiting schools, outfitting the newly constructed building with the right furniture, fixtures and equipment and building a pool of constituents. The Branch Manager provides leadership to the branch, working from an organization-wide perspective on mission and strategy. The Branch Manager manages community-based environmental education programming for the Menomonee Valley branch. This position oversees daily operations at the branch, as well as program development, reporting, activities, and volunteer and visitor engagement. The Branch Manager represents the Urban Ecology Center, focusing on branch specific goals. The Branch Manager reports to the Senior Director of Education and Strategic Planning and works closely with him/her on all aspects of Menomonee Valley branch programs and strategies.

#### ***Program Development and Administration***

- Uphold a strong cultural alignment to the organization-wide positive, ecologically literate approach to teaching, learning and living, serving as a mentor to staff, volunteers and constituents
- Ensure that educational goals and programs align with the Center's mission and safety protocols
- Oversee curriculum development and course offerings for Menomonee Valley programs
- Communicate with the School Program Coordinator to be informed of school and summer camp programs and to ensure that branch activities are complementary
- Under guidance of the Senior Director of Education and Strategic Planning, cultivate partnerships as appropriate to the Center's mission and strategic plan (community groups, not-for-profits, etc)
- In time this position may monitor the Menomonee Valley budget, including monthly earned revenue and expense reviews, bringing concerns to the Senior Director of Education and Strategic Planning
- Ensure agency-wide evaluation goals, including mission based and academic achievement measures, are implemented in Menomonee Valley
- Submit all MV public program offerings to the Senior Director of Education and Strategic Planning for approval, in advance of marketing efforts
- Oversee schedule of all activities and programs at Menomonee Valley
- Work closely with the Senior Director of Education and Strategic Planning to inform branch strategies regarding long term sustainability, earned revenue, quality, innovation and community responsiveness
- Coach education staff in Menomonee Valley in coordination with the School Program Coordinator
- Oversee maintenance and approve acquisition of educational supplies and equipment
- Assist development team in fund raising efforts, such as organizing events, preparing material for grant applications and reports and seeking business sponsors
- Work closely with the visitor services department to ensure highest possible level of service
- As needed, plan and teach environmental science, field research, natural history, and ecology programs for school groups, youth, family, college students, teachers and adults

#### ***Communication***

- Provide monthly reports of Menomonee Valley activities to the Senior Director of Education and Strategic Planning, including attendance and evidence of accomplishments and news
- Represent the Urban Ecology Center at community events and presentations



- Maintain strong relationships with community groups, volunteers, visitors and donors, as assigned by development team
- Develop, document and submit branch specific procedures to the Senior Director of Education and Strategic Planning for appropriate approval
- Share grant and donor prospect information with the development department, participating in cultivation activities as directed
- Function as a solicitor of funds in coordination with leadership and the development office
- Work closely with development staff to establish and achieve fund development goals
- Communicate information technology, financial procedure and facility needs to the Director of Finance and Operations, or designated finance/operations staff, as needed
- Implement and engage a Menomonee Valley community task force, including planning and hosting meetings, communicating with the UEC Board, community members and staff
- Contribute to and assist in the Urban Ecology Center's bi-monthly newsletter
- Attend Leadership Team meetings monthly, or as needed

#### ***Staff Relations***

- Responsible for enforcing all personnel policies and procedures for Menomonee Valley employees
- Participate in recruiting and hiring process for all Menomonee Valley education staff, including interns and fellows, with approval of Senior Director of Education and Strategic Planning.
- Supervise and train Menomonee Valley community program staff, interns and outdoor leaders in educational methods, safety, driving, and Menomonee Valley procedures; participate in planning agency-wide training for education staff
- Work with Volunteer Program Coordinator to help meet strategic volunteer engagement goals at Menomonee Valley
- Enforce volunteer policies and procedures

#### ***Building and grounds***

- Work with land management team to plan and implement park improvements
- Work with facility department and visitor experience committee to improve facilities and exhibits

#### **Knowledge, Skills, and Abilities Required:**

*Education/Training:* BS or BA in natural sciences, environmental education or related area.

*Experience:* Minimum of 3 years experience managing education programs, supervising staff and working in a team setting. Minimum of 2 years teaching experience in a formal or non-formal setting with a broad range of ages, including urban youth.

#### *Skills and Abilities:*

- Excellent oral and written communication skills
- Bilingual in Spanish and/or Hmong
- Proven experience with urban youth
- Fluent in Microsoft Excel, Word PowerPoint, Outlook
- Ability to learn how to use databases and other Information Technology Systems
- Master's degree in a related field a plus
- Clean driving record is a must

#### **Working Conditions:**

*Job Conditions/Work Location:* Indoor and Outdoor setting



*Physical Requirements:* ability to canoe, lead hikes, snowshoe; present in front of large groups, standing for long periods of time, sitting at a computer for long periods of time, lifting up to 25 lb

*Equipment Used:* computer, AV equipment, display boards, 15 passenger bus, fishing poles, snowshoes

*Supervisory Responsibilities:* all education and program staff, including branch educators, program coordinator(s), interns, fellows and staff