



DAHLEM CONSERVANCY EXECUTIVE DIRECTOR POSTING

The Board of Directors of the Dahlem Conservancy is seeking an Executive Director to begin work on or before April 3, 2023. Tony Hollow and Linda Brian, of Executive Search and Coaching are assisting the Board of Directors with this search.

About the Dahlem Conservancy

The Dahlem Conservancy is a non-profit organization that manages and funds the John and Mary Dahlem Environmental Education Center. We bridge the gap between people and the natural environment, and function as an outdoor classroom for school and public programs. Enjoy the beauty of nature at the John and Mary Dahlem Environmental Education Center. Colorful gardens, lush forests, flower-studded grasslands, rolling meadows, marshes, and ponds blanket over 300 acres and help highlight Michigan's changing seasons. With five miles of hiking trails, including the 3/8-mile wheelchair friendly Nature for All Trail, unique exhibits and year-round educational programs, visitors can spend the day exploring the great outdoors and discovering the wonders of nature.

Mission and Vision

The mission of the Dahlem Conservancy is to provide Environmental Education and Outdoor Experiences to the Residents of South-Central Michigan. Dahlem will be the one word that communicates excellent environmental education, brilliant nature center experiences, and sustainable ecology farm growth.

Values

- Promoting the concept that everyone is a teacher, and everyone is a learner.
- Encouraging learning through hands-on and field experiences.
- Fostering an understanding of the complex interactions of natural populations.
- Developing new concepts in environmental education.
- Preserving the earth's diversity.
- Providing community leadership on ecological issues.

- Teaching stewardship by upholding the highest standards of ethics, honesty, effectiveness and accountability.
- Fostering Dahlem's mission through a welcoming and friendly atmosphere.

Qualifications and Critical Skills

- Minimum of five years successful leadership experience in a nonprofit or for-profit organization supervising direct reports.
- BA or BS degree required with preference given for a MS degree in biology or other sciences but will also consider education or business degrees.
- Demonstrates the ability to lead, motivate and manage staff as well as be able to recruit, develop and retain an effective team focused on the mission of the Dahlem Conservancy.
- Should demonstrate highest ethical standards including integrity, transparency, accountability, respect, flexibility, responsibility, openness as well as a commitment to diversity and equity.
- Should be a charismatic, relationship-oriented candidate with connections, or ability to quickly create connections in the community.
- Should be a skilled communicator both in small and large groups and able to share the goals and mission of the Dahlem Conservancy.
- Have experience in budget planning, development and execution of a budget working collaboratively with staff and Board of Directors.
- Demonstrates some experience in fundraising, program development, organizational growth, strategic planning, and working effectively with a Board of Directors.
- Should have demonstrated success in goal setting and data collection so that as an organization we are constantly improving the services we provide to South Central Michigan.

Key Responsibilities

The Executive Director is the chief executive officer of the Dahlem Conservancy, and is responsible for its overall strategic direction, leadership and administration. Through guidance and approval from the Dahlem Conservancy Board, the Executive Director has broad authority to lead and govern the day-to-day operation of the center. Primary responsibilities include: implementation of the strategic plan, staff development, supervision and oversight of the grounds and all facilities as well as the nature preschool, financial management, fund-raising, public relations, program development and evaluation.

Salary and Contract Information

Salary dependent on qualifications, starting at \$70,000 annually with benefits. This position does require some evening and weekend work. All candidates interviewed will have background checks and references reviewed.

Application Procedure

Additional information about the Dahlem Conservancy is available at www.dahlemcenter.org
Qualified applicants may apply by sending current resume, cover letter and four individuals that we may contact for reference checks. Please include name, email and cell phone information for your references. All information should be sent to: ESCLandT@gmail.com

Completed applications must be received by 5:00 February 10, 2023. No "hard copy or fax copies accepted." If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.

Questions can be directed to Tony Hollow at (517) 937-0958 or Linda Brian at (517) 812-7327.

Search Timeline

December 15, 2022	Job is posted
February 10, 2023	Application Deadline
Week of February 10, 2023	Board will review and select candidates
Week of March 6, 2023	First Round Interviews
Week of March 13, 2023	Second Round Interviews
Week of March 20, 2023	New Executive Director Announced
Start April 3, 2023 or TBD	

The Dahlem Conservancy is an equal opportunity employer.