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Vice President of Education

POSITION SUMMARY

The Vice President of Education (VPE) collaborates with team members to create a comprehensive strategy and management of the educational goals and impacts as a result of The Cibolo's education and community programs. The VPE will oversee the work of program staff and volunteers to ensure each function stays on track to meet its goals, but also making sure each department understands its role in relation to the other departments and the nonprofit's mission. Reporting to the Chief Executive Officer (CEO), the VPE will work to support, enhance, create, and implement strategy and vision for programs, inspire the Cibolo culture internally and externally, and serve as a key member of the Cibolo Administration Team. The VPE will build cohesion and cross-relevance of the departments through a strong Leadership Team of program directors and staff.

The VPE will work systematically to meet Cibolo goals by addressing key staffing, process, and infrastructure issues. She or he will review, on an ongoing basis, services being offered and develop new programs as needs emerge. The VPE will inform the CEO of all program issues and accomplishments. The VPE will partner with the VP of Finance and Operations (VPFO) the VP of Development (VPD) and the VP of Conservation (VPC) while also supporting the planning, organizing, execution, and staffing of all programs. She or he is responsible for oversight of the Cibolo programs by developing, implementing, and managing the program aspects of the annual budget in conjunction with the VPFO and CEO. She or he is responsible for ensuring that the Cibolo's services are following all federal, state, funding, and city regulations, certifications, and licensing requirements.

The VPE will take Cibolo strategic priorities and translate them into actionable program implementation. He or she will monitor and assess ongoing annual objectives, conduct mid-course corrections, and keep the Cibolo Administration Team informed of Cibolo programs. The VPE will offer oversight to program Directors to prepare goals and measurable outcomes, playing a key role in building the culture of Cibolo around community service, accountability, and results. The VPE provides oversight for the training, mentoring and capacity building for all program areas at Cibolo. He or she will be an internal advocate for efficiency, productivity, and professional development. And he or she will be an external ambassador for the mission and prominence of the Cibolo's efforts while maintaining and seeking strategic partnerships in the context of social and environmental change-making.

KEY QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of the Cibolo and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead mission focused work. Beyond that, we are seeking a candidate that has proven experience in scaling organizational programs and a demonstrated ability to both lead and build the capabilities of a driven, bright, and diverse team.

Additional requirements and qualities:

- *Strong Management*—experience working with a creative and diverse team; Proven track record of results that exceed goals; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business; the ability to balance the delivery of programs against the realities of a budget and mission fulfillment; and problem solving, project management, and creative resourcefulness
- *Strategic Vision and Agility*—the ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan and mission
- *Capacity Building*—ability to effectively build organization and staff capacity, developing a top-notch staff and the processes that ensure the organization runs smoothly



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- *Leadership and Organization*—exceptional capacity for inspiring, managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up while also leading from the top down, cultivate individual passions, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- *Action-Oriented*—enjoys working hard and looks for challenges; able to act and react as necessary; not afraid to take charge of a situation; looks to create consensus around solutions to complex problems, can lead difficult conversations and take unpopular stands when necessary
- *General Management*—experience with nonprofit organizations; understanding of finance, program systems management, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, and evaluation systems
- *Environmental Education Background*—undergraduate degree required, Master’s degree in relevant field desired

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Serve as a key member of the Administration Team and Senior Leadership Team

Program Strategic Planning

- Lead the short-term and long-term strategic planning process for Cibolo programs in collaboration with Administration and Leadership Teams to ensure alignment of programs with all aspects of the organization
- Create annual Workplans with Program Directors and review bi-annually
- Oversee the implementation of all objectives and programs with consistent systems for managing and reporting status
- Provide input from the program departments for organization-wide strategic planning
- Lead and implement the Justice, Equity, Diversity, and Inclusion strategic action plan in collaboration with staff across the organization
- Oversee the Nest Nature School curriculum implementation, staff, and strategic operations in coordination with Cibolo Staff and Nest Advisory Board members

Program Staff Leadership

- Build and cultivate a high-performing program leadership team and play an active role in attracting, retaining, and developing a best-in-class staff
- Build routine opportunities for teams to effectively meet, collaborate and support across program areas and across other areas of the organization as relevant
- Build a strong Leadership Team of program directors to mutually support one another and drive the strategy for all areas to collectively serve the mission
- Promote a positive, inclusive work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Establish productive working relationships between and among the Administration Team, Leadership Team, CEO, and the staff to ensure that Cibolo operates harmoniously, profitably, and productively

Program Leadership

- In partnership with the Chief Executive Officer (CEO), the VPE is responsible for establishing a strategic vision and guiding philosophy that will inform short- and long-term goals of programming, drive new programs and carefully monitor the progress toward those efforts.



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- Provide effective and inspiring vision, leadership, as well as stewardship, of the Cibolo by being actively involved in all programs and services.
- Create systematic evaluation processes including data collection and program reporting to support program quality and accountability.
- Promote and engage in Conservation Ethic initiatives on all Cibolo campuses.
- Partner with the VP of Conservation to create greater impact across programs.
- Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- Demonstrate initiative, adaptability, and a proactive, solution-oriented response to opportunities and challenges. Introduce and adapt new ideas, approaches, and methods to improve the efficiency and effectiveness of Cibolo programs and operations.
- Create a Professional Development Plan for each program department to ensure the organization follows current trends, research, and advance staff skill development to balance creative and innovative ideas into achievable actions.
- Ensure that Nest Nature School policy and curriculum manuals are up to date and communicated thoroughly to staff, teachers, and families.
- Ensure that all program activities operate consistently and ethically within the mission and values of the Cibolo.
- Inform the Administrative Team regularly of program matters, including relevant staffing, funding and successes and priorities.

Fiscal Responsibility and Organizational Development

- Develop, implement, and manage the program aspects of the annual budget in conjunction with the VPFO.
- Prepare and submit an annual program budget to the VPFO for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Conduct routine status reports of program team's progress toward financial goals with course-correction as needed.
- Participate in identifying and cultivating corporate, individual and foundation sponsors for programs in coordination with the VPD.
- Identify and implement cost-effective ways to deliver state-of-the-art programs to the community.
- Ensure the continued financial viability of Cibolo's programs through sound fiscal management.
- Create and implement policies that ensure the organization's fiscal health with regards to programmatic risk.
- Ensure that the Cibolo's program services are following all federal, state, funding, and city regulations, certifications, and licensing requirements.

External Relations

- Provide content for the external communications of all program areas.
- Partner with the CEO and VPD to represent the Cibolo with external constituency groups, including community partners and donors.
- Manage and support Nest Nature School Advisory Council
- Serve as a public representative of the Cibolo, keeping the Cibolo current and an active participant in regional, community and statewide events.



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COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Cibolo is a family-oriented organization with many attractive benefits, including being a valued member of a winning team with an inspiring mission. The Cibolo is prepared to offer a competitive compensation package with base salary and benefits.

APPLICATION

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org with *VP of Education* in the subject line.