



## **Position: Chief Executive Officer**

### **Organization Information:**

Founded by the Presbytery of Detroit over 50 years ago, Howell Nature Center, located in Howell MI, is a non-profit, that provides comprehensive education, recreation, and wildlife programs and has conference and over-night camp facilities. Located south of I-96 on 280 acres in the middle of southern Michigan, this Center includes a lake and miles of walking trails where visitors experience and learn about God's creations. The motto here is: Heal, Grow, Be Wild!

The Center serves visitors of all ages through its resident and day camps, its Conference center, a newly added Tree House in the Alexandria's Nature Scape, educational facilities, the Heifer Global Village, and recreation and educational offerings year round. In addition, Howell Nature Center serves injured creatures at the largest wildlife rehabilitation clinic in the State. The clinic annually admits over 3000 birds, mammals and reptiles. Finally, the Nature Center provides food and board to nature's long-term residents in its Wild Wonders Wildlife Park, featuring, Woody, who every Groundhogs Day predicts the coming of Spring!

Staff ranges from 40 in the winter months to approximately 100 during the busy summer camps season. The annual budget for 2017 is \$2.3 million.

### **Position Description**

**Job Title:** Chief Executive Officer

**Position Classification:** Full Time, Salary

**FLSA Status:** Exempt

**Reports to:** Board of Directors

### **Summary:**

The Chief Executive Officer (CEO) of Howell Nature Center (HNC), a non-profit, 501 (c)(3) camp, conference and nature center, is responsible for all phases of management and its operation. CEO serves as a team leader who models love and respect for the wonders of nature, and does so with integrity and positive energy. CEO will demonstrate Christian values in upholding HNC's mission: teaching people to be faithful caretakers of one another and the world around them. CEO will assist the board of directors in setting policies and strategic plans for each area of HNC. CEO will be responsible for implementation and coordination of programs consistent with the mission, values, policies, goals and plans as directed by the board, while maintaining a positive financial position and increasing the number of people who support and visit HNC.

**Requirements:**

- Passion for nature and the environment.
- Committed to Jesus Christ, God the Creator and Holy Spirit, as well as God's creations (nature, animals and children of God).
- Bachelor's Degree in Art or Science; Master's Degree preferred.
- Minimum 5 years' experience with camps, conference centers and/or wildlife rehabilitation entities, or equivalent experience with environmental education organizations, or executive of a non-profit organization.
- Experience in developing, implementing and managing successful financial performance metrics of an organization.
- Ability to work a flexible schedule including evenings and weekends.
- Excellent presentation skills, including public speaking, hosting networking events and media interaction.
- Excellent organizational skills, time management, conflict resolution and interpersonal skills.
- Strong verbal, non-verbal and written communication skills.
- Experience in developing and administering successful long term strategic and related plans.
- Experience in risk management and/or facilities management preferred.

**Essential Duties and Responsibilities:**

- Overseeing all HNC programs.
- Developing, implementing, and managing annual budgets and financial procedures.
- Responsible for presenting financial and operational reports at Board meetings and as otherwise requested.
- Implementing and maintaining policies and plans as set by the Board of Directors, consistent with HNC's mission and goals.
- Hiring, terminating, reviewing and managing staff, overseeing benefits and policies consistent with HR manual and best practices.
- Act as HNC spokesperson and actively market HNC, building relationships with donors and communities, working closely with HNC Fund Development and Marketing.
- Oversight of business operations, including maintenance of the physical plant and compliance with all related and required licensing, safety, local, State and Federal statutes, and rules.
- Develop, concurrent with Board approval, and implement long range strategies for revenue growth, expanded audience, program development, and fiscal soundness.
- Create programs, events and internal practices which are consistent with HNC's mission, strategic plan, values and goals.

**Physical Requirements:**

- Occasional bending, stooping, standing, kneeling, reaching, twisting, and walking (often on uneven ground).
- Frequent lifting, pushing and pulling.
- Talking – verbally expressing and exchanging ideas as well as speaking loudly enough to address oftentimes large outdoor groups.
- Hearing – perceiving the nature of sounds at normal speaking levels with or without correction, ability to receive detailed information through oral communication and ability to hear and distinguish creatures both inside and at a reasonable level outdoors.
- Medium Work: exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force regularly, up to 10 lbs. of force constantly to move objects.

- Valid Michigan Driver's license and ability to drive, including driving at nighttime.
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and the condition of surroundings within and around HNC.
- The ability to work both indoors and outdoors in all weather conditions.

**Application Procedures:**

Send cover letter and resume to: Mr. Rhett Rowe at [hncceosearch@gmail.com](mailto:hncceosearch@gmail.com).  
Questions, please call (248) 550-3123.

All employment submission and inquiries will remain confidential.

Resumes will be accepted until August 11, 2017.