Position Announcement

Program Director

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy’s mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Be part of something special!

Conservancy for Cuyahoga Valley National Park has an immediate requirement to add an experienced professional to our cultural arts team. The successful candidate will provide strategic direction and develop objectives for creative engagement and learning opportunities across all ages and audiences. The Program Director will develop community relationships to ensure community input in the development of arts and educational programming in Cuyahoga Valley National Park (CVNP) and partnering communities. The Program Director will work with underrepresented communities to ensure diverse opportunities of CVNP experiences for adults and families. In this newly designed position, the Program Director will work with the Sr. Director of Educations and Programs and the Support Coordinator to achieve and exceed our established goals. If interested in being a part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

• Strive for excellence in the creation of dynamic and enriching visitor experiences and to establish critical connections necessary for serving all communities with an emphasis on underrepresented communities. Develop external partnerships with the goal of connecting to new audiences.
• Acts as the lead on new and existing arts and educational programs and projects, directing/performing required project management processes to ensure their effective and efficient execution and completion. Oversee contractors to deliver quality programs under the Conservancy banner.
• Broaden and maintain the Conservancy and park’s network of creative affiliations with individual artists and organizations. Connect with artists and arts organizations in northeast Ohio to develop collaborative projects.
• Directly responsible for the creation and oversight of the Community Engagement Program department budget.
• Pursue substantive learning to achieve greater cultural consciousness by participating in Diversity, Equity and Inclusion trainings and workshops. Strive to consider the people, places, and cultures that might be missing from your work and look for opportunities to increase inclusivity in all the work you do.
• Directly responsible for the development, implementation and oversight of the Nature Can Heal Park Prescription Program. In partnership with the National Park Service and other organizations develop health initiatives through recreation programs with a strong focus on serving minority populations.
• Share information with key Conservancy staff and Board of Directors, National Park Service staff, funding community and other stakeholders that includes data, anecdotes, reports, presentations, white papers, etc., regarding the results and benefits delivered.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position’s job description.
- Other duties as assigned.

**Minimum Qualifications:**
- Post-Secondary Education or relevant experience required.
- Minimum four years’ experience in program leadership, administration and supervision.
- Proven success in developing and implementation of consistently profitable programming.
- Proven success establishing diverse working partnerships with organizations with successful programming outcomes.
- Ability to effectively present information to management, colleagues, staff and public groups.
- Ability to work in a team environment as well as operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy are required to pass a background check prior to the start of employment. Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and an FBI criminal record check prior to the start of employment due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

**Status/Pay/Benefits:** Full-Time exempt, salary range is $58,000 - $62,000. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

**To Apply:** Send cover letter and resume to apply@forcvnp.org, with the subject line reading Program Director. This is an immediate opening and posting closes when position is filled.

*The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.*