



Director of Educational Programs

Overview: The Director of Educational Programs provides the vision and leadership for a diverse and high performing team to deliver experiential, integrated and inquiry-based programs. The Director of Educational Programs is a senior level manager responsible for overseeing the development, delivery, and evaluation of all of IslandWood's educational programs. This includes programs for school-aged students, teachers, Masters-level graduate students, adult guests, and families. This candidate must have extraordinary interpersonal skills, strong business acumen, and proven management skills, creativity, and experience in the field of education.

Reports To: The Executive Director

Responsibilities:

- Support and expand educational program offerings to fulfill IslandWood's mission, including managing and growing mission-related conference business. Ensure that all programs align with organizational mission, strategic plan, and educational philosophy. Constantly reinvent existing programs to ensure continual program improvement and ensure high-quality experience.
- Provide overall leadership and direction for IslandWood's program staff. Offer proactive and regular supervision of entire program team, directly managing senior staff which includes several with PhDs. Provide annual performance reviews and professional development plans for these individuals.
- Develop off-campus programming to deliver IslandWood's mission both directly and via partnerships to children and families throughout region and nation.
- Contribute as a collaborative member of IslandWood's senior management team, helping to make organization-wide decisions. Ensure excellent cross-organization communications in partnership with the Community Engagement and Operations teams. Ensure that the overall goals of the organization are met.
- Optimize limited resources, while ensuring high quality programming. Maximize use of IslandWood's sustainably-built campus to achieve or surpass goals related to program, attendance, and finances.
- Manage profit and loss of educational programs to maximize contribution margins, while delivering high-quality on-brand experiences. Develop and administer program-related budgets.
- Develop, implement and coordinate internal and external program evaluation and assessment. Ensure that action is taken, based on evaluation results, that continually pushes IslandWood's programming to evolve; and also shares our best practices with peer organizations throughout the world.

- Develop and manage partnerships with key local and national organizations. Represent IslandWood at local and national meetings and conferences. Serve in a leadership capacity in outside professional organization(s).
- Provide thought leadership toward writing grants for educational programs.
- Play an active role in welcoming visitors and customers to the campus.
- Ensure that IslandWood staff produces articles for publication.
- Regularly report on programming to the Executive Director, Education Committee and the full Board of Directors.
- Serve as the main point of contact between staff and the Education Committee of the Board. Work with Committee co-chairs to prepare agendas, meeting materials and reports that help keep the board and staff abreast and engaged in the evolution of IslandWood's programs.
- Serve as liaison with University of Washington, and steward the relationship with this and other university partners.
- Keep abreast of current issues and developments in the education field and conduct reviews of literature and research as necessary.
- Other special projects as assigned by the Executive Director.

Qualifications:

- Master's or PhD (preferred) degree in education or related field
- Minimum of 10 years of successful experience in leadership, program management, and administration within educational organization(s)
- Love of children and the outdoors
- Proven track record of successfully leading teams of people; demonstrated leadership skills and ability to support and motivate staff
- Energy, enthusiasm, creativity and desire to continually grow and evolve a state-of-the-art educational center and its programming
- Demonstrated ability to take initiative, prioritize tasks, manage time, and prevent/solve challenges
- Extensive experience in strategic planning, and developing and capitalizing on partnerships with world class organizations
- Extensive experience with profit and loss responsibility within educational organization(s)
- History of working with a diverse group of students and knowledge of multicultural educational practices
- Knowledge of educational trends, philosophy, reform, and national and state standards
- Experience in teaching children and adults in both formal and non-formal settings
- Excellent verbal and written communications skills
- Solid computer skills and knowledge of Microsoft Office and database software
- Environmental Education Experience Preferred

Other Information:

- Budget responsibility: \$3.5 million
- Team Size: 50+ staff, graduate students, and volunteers
- Students/participants per year: 10,000+
- Compensation: Competitive salary and full benefits package, commensurate with experience

About IslandWood

IslandWood is one of the nation's most innovative educational facilities, offering programs for children, graduate students, teachers, families, and adults. Based in the Puget Sound area on Bainbridge Island, IslandWood is a unique 255-acre outdoor learning center designed to provide exceptional learning experiences and inspire lifelong environmental and community stewardship. IslandWood serves over 70 schools annually, with a staff of 65+ and an annual budget of roughly \$5.5 million.

About Bainbridge Island

Several years ago, Bainbridge Island was ranked as the second “Best Place to Live” in the nation, by Money Magazine. The island features rustic charm, lovely winding roads, farms, vineyards, stunning forests, and beautiful gardens. It can be accessed on its Southern end via a scenic 35-minute ferry ride from downtown Seattle, or on its Northern end via a bridge that connects the island with the Kitsap Peninsula. Known for its lively artistic community, Bainbridge Island has its own Performing Arts Center, two movie complexes and a variety of arts & crafts galleries featuring local and regional artists. Its Historic downtown area – known as “Winslow” – features a Saturday’s Farmer’s Market and a number of trendy stores, cafés and restaurants. Over 20,000 call the 36-square mile island home and enjoy its convenient access to Seattle’s arts, sporting complexes, and night-life. Outdoor fun includes hiking, kayaking, biking, equestrian trails, golf and tennis. Bainbridge Island’s public schools consistently rank at the highest levels of national performance statistics and regional print media frequently rate Bainbridge School District as the best public school system in the State of Washington.

IslandWood’s Values Statement

In order to foster an open learning environment at IslandWood, we treat one another with dignity and respect; advocate for the diverse contributions that each individual brings; and nurture a community that values service, integrity, compassion, equity, and stewardship.

HOW TO APPLY:

Submit a cover letter, resume, and contact information for three current references to:

info@islandwood.org

or

Search for Director of Educational Programs

IslandWood

4450 Blakely Avenue NE

Bainbridge Island, WA 98110

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability.