



**Job Title:** Education & Outreach Manager  
**Salary Range:** \$40,000 - \$46,000  
**Location:** Downtown Durham  
**Reports to:** Director of Advancement  
**Application Deadline:** Open until September 12, 2020

### About TLC

Triangle Land Conservancy (TLC) is an accredited and well-respected land trust, having protected almost 21,000 acres in the rapidly growing Triangle region of North Carolina. For 37 years, TLC has conserved land to safeguard drinking water, to support family farms and the local food economy, to protect important natural habitat, and to connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most TLC staff are working remotely. This is an exciting time to work at TLC as we have recently completed a [strategic action plan](#) that will guide us as we double the pace of conservation in the Triangle over the next five years.

TLC seeks to attract the candidates who support the mission of TLC and who respect and promote the importance of diversity and inclusion. TLC is committed to racial equity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. [www.triangleland.org](http://www.triangleland.org)

### Position Summary

The Education and Outreach Manager reports to the Director of Advancement and is responsible for developing and implementing public events and education programs designed to increase, engage and retain community support for TLC's mission and enhance opportunities for public engagement with TLC's preserves, conservation, and stewardship efforts. They work collaboratively with TLC team members and support organizational initiatives as needed. This position includes frequent virtual (and eventually in-person) interactions with all staff, board members, donors, volunteers, new and existing community partners, children and young adults to enhance opportunities to increase support for TLC's work. This position will supervise an AmeriCorps member and volunteers who will provide needed capacity to accomplish several key responsibilities. Protocols are in place to support remote working and social distancing.

### Key Responsibilities of the Education & Outreach Manager

#### Educational Programming and Collaborations:

- Manage and supervise TLC's Advancement AmeriCorps member in accordance with *Resiliency Corps NC: State of North Carolina AmeriCorps* program guidelines.
- Oversee the research, production and promotion of educational programs including age/grade appropriate curriculums and general audience programs that advance TLC's mission.
- Maintain communications with existing partners and explore additional collaborations.
- Track new and existing partnerships with VolunteerHub and The Raiser's Edge NXT.

- Represent TLC on various community boards and committees in order to foster relationships and actively engage the community in TLC's activities and projects.

### Outreach

- Develop, plan and deliver innovative and compelling outreach events and programs, including virtual options, to engage the public and cultivate community support for TLC's mission including annual recognition events and special events for donors, volunteers and community groups.
- Collaborate with Philanthropy team to support relationships with corporations to secure sponsorships, volunteers, and develop mutually beneficial projects and programs.
- Schedule and manage registration for public events and coordinate with Communications Manager to publicize them.
- Create social media and website content relevant to events and programming. Photograph events and programs.

### Volunteer Engagement

- Following Service Enterprise guidelines, coordinate volunteer opportunities for individual, school, and corporate and community groups including virtual opportunities.
- Serve as the organization's expert with VolunteerHub volunteer management system to unify records across the organization, communicate with volunteers, organize events, and record, analyze, and publicize hours.
- Recruit, train, and manage volunteers for conservation workdays, citizen science, education & special events, TLC tabling, and office support.
- Manage TLC table at community events, lead outings and hikes as needed, and oversee training and coordination for volunteers and staff to aid in these efforts.
- Track event participation and volunteer data/paperwork within TLC's donor database, The Raiser's Edge NXT, for use by TLC staff.

### General

- Actively apply Diversity, Equity and Inclusion lens to all TLC programs and partnerships to help TLC become more equitable and by continuing to collaborate with and support organizations led by Black and Brown people, to work with minority-owned businesses, and to build relationships with communities of color.
- Work with Director of Advancement to develop and manage an annual budget and operational plan for all programs.
- In collaboration with team members, develop funding/grant proposals for the programs to ensure financial sustainability to include coverage of both direct and indirect expenses.

### Essential Experience, Technical Skills and Competencies

- Demonstrated experience working in community outreach, event planning/implementation, volunteer coordination, preferably in a not-for-profit setting or other relevant experience.
- BA/BS or equivalent education and/or experience desired. Environmental education experience desired.
- Must have a proven ability to work independently, problem solve, and stay organized.
- Proficient in Word, Excel, Outlook, and Social Media required. Word Press and database experience preferred.
- Excellent skills in: Written and verbal interpersonal communications, persuasive writing and proofreading skills, organization, attention to detail, time management.
- Demonstrated ability to: Be creative, manage multiple tasks at once, work in a fast-paced event environment, respond to problems quickly and efficiently.

- Establish and maintain a high level of customer service with donors, partners, colleagues, and the community including handling conflicts.

#### Attributes

- Detail and deadline-oriented: You are attentive to details, generally get it right the first time, but invite input from other staff. You are accountable.
- Go getter: You are mature, supportive, and dependable, can easily shift back and forth from working autonomously to working collaboratively, and desire to undertake new and varied projects and responsibilities.
- Flexible and capable: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Process-oriented: You are efficient with setting up and maintaining systems to create high quality work in collaboration with others.
- Strong communicator: You demonstrate poise, diplomacy, and tact when appropriate, but have a natural tendency toward sharing joy, inspiration, excitement, and passion.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and also pitch in to support others.
- Has a strong understanding of Diversity, Equity and Inclusion and a commitment to noticing how our work can be more equitable and supporting those efforts.
- Ability to work evenings and weekends as required (not a regular occurrence).

**Benefits:** This is a full-time permanent and exempt position with excellent benefits; including employer paid health, dental and vision insurance, short-term and long-term disability with generous paid time off and holiday observances.

**How to apply:** Applicants should submit 1) cover letter, 2) resume, and 3) a list of three references (all as a single pdf) by e-mail to: [hr@triangleland.org](mailto:hr@triangleland.org). References will not be contacted unless you are selected for a final interview.

*Please no phone calls, drop-ins or paper submissions.*