

## Nature Preserve Manager

### Position Summary:

Audubon Dallas, the local chapter of National Audubon Society serving the Dallas-Fort Worth Metroplex, is seeking an experienced, passionate leader with a strong background in non-profit management, natural resource management and environmental education to serve as the Manager of Cedar Ridge Preserve (CRP), located at 7171 Mountain Creek Pkwy, Dallas, TX 75249. With over 600 acres, 9+ miles of hiking trails, and an abundance of native trees, grasses, wildflowers, and wildlife, Cedar Ridge Preserve is a true gem in the North Texas area and popular with over 400,000 visitors per year.

The Nature Preserve Manager is responsible for strategic planning, oversight, direction, coordination, and execution of the maintenance, management, service, support, and upkeep of the habitats and recreational and educational assets of Cedar Ridge Preserve. The Manager will serve as a member of the Audubon Dallas Board of Directors, and will act as the face of CRP to the community, donors, and other stakeholders. In addition, the Nature Preserve Manager will supervise staff and volunteers, and will manage education and conservation programs.

### Essential Functions:

- Oversee all aspects of Cedar Ridge Preserve including staffing, volunteers, facilities, budgets and programs.
- Assure the safety and upkeep of preserve facilities, monitor of natural resources, manage the preserve's lands according to its conservation plans, and support its educational and recreational objectives.
- Plan and execute effective long-range strategies for the preserve.
- Oversee an active volunteer program.
- Help to develop and operate environmental education programs including school programs and field trips.
- Perform administrative duties, such as compiling data for budget preparation, and compiling and maintain data for preparation of required reports.
- Provide monthly reports to the City and our Board. Provide annual report, presentation, budget and stipend request to the City.
- Develop and maintain strong working relationships with neighbors, local partners, educational institutions, and federal, state and local officials.
- Develop and maintain positive city and community relations and follow through for successful contract/agreement compliance.
- Solve problems, including visitor complaints, employee/volunteer performance, mechanical malfunctions, and safety issues.
- Empty donation boxes and make weekly deposits.
- Serve a 30 hour work week, including either working or staffing Saturdays and Sundays.
- Perform other duties as assigned.

### Qualifications and Experience:

- Bachelor's degree preferred (in zoology, biology, environmental science, communications, or related field)
- Three years of relevant experience, including at least one year in a supervisory or leadership capacity desired

- Deep knowledge of nature, wildlife, and biology, plus familiarity with the flora and fauna of North Texas
- Experience with logistical scheduling of programs, events and staff work schedules is preferred.
- Ability to traverse steep hiking trails with uneven terrain
- Ability to work outdoors in heat or cold, and in sun and dusty conditions
- Demonstrated leadership qualities including:
  - Excellent communication skills, both written and verbal
  - Proactive attitude
  - Relationship builder
  - Participatory leadership style

**Equal Employment Opportunity Statement:**

Audubon Dallas is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. Audubon Dallas prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Interested candidates:**

Please send your resume to: [kchristman@audubon.org](mailto:kchristman@audubon.org)