



## Notice of Open Position

**Title:** Manager, Education  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Director, Strategic Programs, and Planning  
**Status:** Full Time – Exempt

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Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment, and research that enhances the environmental health of the region.

### **JOB SUMMARY**

The Manager of Education is a senior member of the Duke Farms management team. This person is responsible for identifying, creating and developing Duke Farms' public education, training, and demonstration/modeling programs, ensuring a clear, consistent and strategic alignment with the Program Plan and the overarching mission and vision for Duke Farms. In addition, this person has responsibility for managing and maintaining current programmatic relationships, as well as identifying new educational partnership opportunities with like-minded mission-fit organizations.

The Manager will have teaching experience, as well as experience in planning and executing public education programs for academic, professional, and general family audiences, preferably in a non-profit and information learning environment. He/she will use his/her knowledge of inquiry and investigation-based teaching, interpretative programs and techniques, and formal education requirements and trends to provide engaging, informative and memorable experiences focused on environmental sustainability and stewardship. The Manager will be a talented collaborator able to identify and maximize external and internal programmatic resources. He/she will adapt successful programs and ideas to the Duke Farms environment, and engage other like-minded organizations and individuals to establish and cultivate advantageous relationships.

The Manager of Education's other primary role is the responsible for identifying, creating and developing Duke Farms' visitor education and interpretation programs. In addition, this position has responsibility for managing year-round and seasonal part-time Front Desk Educational Staff to orient and educate our visitors the 6 days a week Duke Farms is open, including weekends and holidays.

### **ESSENTIAL JOB FUNCTIONS**

- Hire, train, and manage a staff of up to 10 staff, including full time, part time and seasonal part-time employees;
- Maintain curriculum for all programs and events geared toward education, training, demonstration, and recreation on a rolling 4 quarter basis;

- Initiate, lead and oversee others in the creation and development of formal education and training programs that provide demonstration and model environmental stewardship;
- Identify and encourage other environmentally-oriented institutions to conduct their programs at Duke Farms;
- Oversee visitor information and education activities through the Front Desk;
- Manage & cultivate multiple relationships with strategically aligned organizations while continuing to identify additional programmatic partnership opportunities; develop long-term relationships with schools, community groups, other ecological research institutions, and related organizations;
- Establish and maintain contact with field professionals, professional organizations and other institutions to develop innovative programs; identify, collaborate with and manage Duke Farms consultants engaged to deliver programmatic content and assistance;
- Collaborate with the Communications Assistant to ensure consistent messaging, proper promotion, and the use of collateral and other communication materials for education and interpretation;
- Collaborate with other managers responsible for visitation and logistics to ensure adequate program understanding and planning for effective coordination and execution;
- Collaborate with Communications staff to ensure consistent messaging, proper promotion, and the use of collateral and other communication materials for public programs;
- Collaborate and actively communicate with all Duke Farms teams as well as Operations, Stewardship, IS, HR and Finance to ensure effective program integration and execution;
- Provide input and assist with the maintenance of the public programs budget;
- Perform other related work as required.

## **QUALIFICATIONS**

- Bachelor’s degree or at least 7 years of professional experience, preferably in ecology or science-education fields, is required; a teaching certificate is preferred, but at least 5 years of experience teaching in a classroom setting in a public or private school may be substituted for certification; a Master’s degree in any of these fields is a plus;
- 5 or more years of experience in planning and delivering engaging educational programs, preferably at the management level in a non-profit learning organization and/or informal learning environment. A variety of experiences is a plus;
- Experienced with educational, demonstration and research processes related to ecologically sustainable practices;
- Strong verbal and written communicational skills; experienced in public speaking and presenting. Good sense of humor and the ability to continue to pursue long-term goals despite short-term setbacks a definite plus;
- Proven ability to collaborate, negotiate and build consensus with multiple external and internal constituencies, including colleagues, visitors and partners, across varied professional and educational levels;

- Self-starter with strong analytical and collaborative problem-solving skills, and the ability to make informed decisions using good business sense. Demonstrated ability to manage multiple projects at the same time;
- Strong computer and Internet skills with a moderate to high level of experience in Microsoft Word, Excel, Power Point, and Outlook as well as public programming web-based applications;
- Able to traverse the 2700+ acre Duke Farms property, as well as travel to other locations. Willing to work indoors and outdoors under various weather conditions;
- Willingness to work evenings, weekends and holidays on a regular basis is required.

#### **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by “Manager Education” in the subject line. Applications will be accepted until March 23, 2018.

*No phone calls or in-person applications, please.*

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