

Education Program Manager

(Job ID: 339614)

100% FTE, reports to The Raptor Center (TRC) Assistant Director

Program/Unit description: Established in 1974 as part of the University of Minnesota College of Veterinary Medicine, The Raptor Center (TRC) rehabilitates 900-1000 sick and injured raptors annually while helping to identify emerging environmental issues related to raptor health and populations. TRC is an internationally renowned education facility that trains veterinary students and veterinarians from around the world to become future leaders in raptor medicine and conservation. In addition, The Raptor Center's education team includes a collection of ambassador animals to further conservation goals through tours and a variety of programming at on and offsite venues. TRC reaches approximately 150,000 people annually through its unique public outreach offerings. <https://www.raptor.umn.edu>

Position Description: This position manages TRC's education program, helping to create and execute the department's strategic vision by developing innovative outreach offerings using a collection of 30 raptor ambassadors and supervising 3-4 full-time staff (naturalists and curator of raptor ambassadors), a collection of part-time staff, and a cohort of volunteers.

Essential Functions:

- Creating/executing a short term and long-term strategic vision for the education department
- Supervising team employees (directing activities, scheduling, mentoring, performance management, hiring)
- Partnership development and expanding TRC's network with internal and external stakeholders, including working with school systems and K-12 education programs
- Curriculum development for instructional programs, workshops, on-line content
- Planning, implementing, and conducting educational programs for diverse audiences
- Leading medium-sized grant-sponsored education initiatives through to successful execution, including managing project budgets
- Assisting in grant writing
- Meeting program revenue goals and working with leadership to manage the education budget
- Overseeing general daily operations of the education department (to include meeting all permit requirements and University regulations)
- Modifying practices and procedures to improve efficiency and quality
- Participating on TRC's Leadership Team
- Other duties as assigned

Qualifications

Minimum:

- BA/BS in relevant field with a minimum of 6 years post-degree experience or advanced degree and 4 years experience
- Demonstrated supervisory and leadership experience
- Experience working with volunteers
- Experience in planning, leading, and coordinating projects
- Experience in developing sustainable partnerships with internal and external partners
- Excellent organizational and interpersonal skills
- Strong oral and written communication skills
- Proficiency in Microsoft Office (Word, excel, Power point); ability to create reports and presentations

Preferred:

- Animal curation experience
- Knowledge of raptor behavior, ecology, or other related field
- Experience in grant writing and management

Salary/Rank: Commensurate with experience and qualifications.

Start Date: The expected start date will depend on the availability of the selected candidate.

Application Deadline: Completed applications will be reviewed until an acceptable candidate is recruited.

Interested candidates must apply online at <https://hr.myu.umn.edu/jobs/ext/339614>

(Job ID: 331424, HR position Education Program Specialist 2).

Any further questions related to the position, you may contact Dr. Victoria Hall, Director of The Raptor Center, at email hall2112@umn.edu or Lori Arent, Assistant Director of The Raptor Center, at email arent@umn.edu.

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