



**Director, Poudre Learning Center**

**Job ID: 10626**

**Position Type:** Administration/Professional/Technical Non-instr./Director

**Date Posted:** 5/7/2021

**Location:** Poudre Learning Center

**Closing Date:** Until Filled

**Director, Poudre Learning Center.**

**Classification:** Non-Exempt

**Date Posted:** May 7, 2021

**Salary:** \$73,298-\$107,684, A/P/T Range 11  
*Negotiable based on education & experience.*

**Contract Length/ Days:** (2021-2022/ 260 Days)

**Benefits:** We offer a comprehensive benefits package including medical, dental, vision and life insurance as well as other programs for benefit-eligible employees. The employee assistance program, voluntary life insurance through PERA, and 401(k), 403(b) & 457(b) plans are available to all employees regardless of hours worked and are available immediately (upon hire date). To learn more about our benefits, please see our [Benefits Overview](#).

**Paid Leave:** Depending on your position, the District offers a variety of leave options, including sick leave, discretionary leave, vacation and paid holidays. More information about leave options available to Classified employees can be found in the [Board of Education Policy Manual](#).

**Reports to:** Director of Finance

**Deadline for application:** Until filled

**EDUCATION/EXPERIENCE:**

**Required:**

- Bachelor's Degree in Business or Management 10 or more years of Non-profit management experience in operational environment
- 5 or more years management or supervisory experience



**Preferred:**

- Extensive fundraising and grant writing experience
- Knowledge of and experience with public education, especially in science
- Experience in educational environments

**JOB DESCRIPTION:**

**Summary/Objective:** The Administrator of the Poudre Learning Center (PLC) is responsible for the overall leadership and management of the PLC. The Administrator has board authority to govern the operations, mission, goals, and strategic objectives as approved by the Board of Directors. Primary responsibilities include implementation of strategic plans, staff management and development, environmental science education curriculum, financial management, fundraising in concert with the PLC Foundation (PLCF), marketing, developing community relations, PLC program training, promotion, evaluation, and building organizational partnerships.

**Essential Functions:**

- Financial management of the PLC and PLCF, reporting, systems development, and monitoring.
- Develop a fundraising strategy with the PLCF and design management system.
- Creation of "friends" and consistent donor pipeline.
- Identify and create "friends" and solicit corporate donors.
- Enhance K-12 programming to provide better value for School Districts.
- Recruit School Districts in Northern Colorado.
- Recruit and manage a volunteer database.
- Manage and deliver on the PLC strategic plan and incorporate the mission, vision, and values of District 6.
- Recruit qualified staff and provide for their development.
- Recruit necessary board/foundation members and ensure engagement.
- Develop a plan, both short and long term to bring the PLC and PLCF together.
- Develop a marketing model and the right staffing to support it.
- Develop a scheduling and capacity plan to deliver on increased numbers of school districts participation to meet revenue targets.
- Increase PLC awareness amongst school districts and the community through impact storytelling (social media, campaigns, etc.).
- Develop a system/process for management of staff performance and implement District 6 performance measures & key performance indicators.
- Develop and manage a system/process to review organizational performance as outlined in the key performance indicators.
- Identify and develop processes and systems that are missing to deliver on the strategy/capabilities.



- Develop strong relationships with alliances, the board/foundation, the community, staff, and customers (school districts).
- Identify and recruit key partners and alliances of the PLC.
- Develop a formalized partnership and alliance management system through transparent and open communication.

### **Additional Qualifications:**

- A leader in staff development, education, retention, and evaluation.
- Demonstrates leadership in the advancement of an environmental awareness, education, and outreach.
- Demonstrates success in fundraising, partnering, grant-writing and public relations.
- Demonstrates ability to implement a vision based on the mission and strategic plan.
- Demonstrates competent fiscal, personnel, and program management skills.
- Familiarity with effective methods of science instruction to envision, develop, and manage implementation of creative and effective environmental education programs.
- Must have First Aid or EMT Training and Water Safety Instructor Training and keep certifications current.

### **Other Duties:**

#### *Knowledge, Skills, and Mental Ability*

- Knowledge of Colorado and district content standards.
- Knowledge and skills sufficient to perform all duties of the position.
- Prefers leadership situations relating to meeting the social, emotional, psychological, and academic needs of students.
- Prefers a work environment where flexibility, ability to deal with conflict, a high tolerance for stress, an ability to quickly internalize information and make informed decisions, and long hours are a part of the assignment.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Regular attendance is required for this position.*



**Supervisory Responsibilities:** Directly supervise 4-6 team members and various volunteers.

**Work Environment/ Physical Demands:** Ability to sit for long periods of time, numerous distractions, visual, auditory, and ambulatory acuity important. Occasional lifting of up to 30 pounds.

**Travel:** Minimal

**EEO/AAP Statement:** Greeley-Evans School District 6 shall not discriminate in its employment or hiring practices on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, gender identity, marital status or disability. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**Apply online** [www.greeleyschools.org](http://www.greeleyschools.org)

Postings current as of 5/10/2021 5:43:14 PM CST.

Weld County School District 6 and The Board of Education commits itself to a policy of nondiscrimination and shall not discriminate in its educational, employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability.

Concern or complaint procedures have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the compliance officer for the district:

Chief Human Resources Officer  
1025 Ninth Avenue Greeley, CO 80631 Phone: 970-348-6000