
EXECUTIVE DIRECTOR

About Us

For over 25 years, The Green Center (TGC) has been dedicated to improving the lives of children and adults through the environment, education and the arts. Nestled on several acres in University City, MO, TGC's small staff and dedicated volunteers restore native habitats, create educational programming for children, and host local and national artists. We are passionate about our role in the community, and the Executive Director is key to strengthening relationships and partnerships. TGC desires a collaborative and engaging chief spokesperson as our next leader. With YOUR vision and leadership, TGC will grow our programming and write a new chapter for the next generation.

What Will You Do?

You will work in four main areas: leadership, development, finance and administration, and marketing.

Leadership

- Lead staff in implementing TGC's environmental, arts, and educational programs.
- Coordinate restoration and outdoor learning garden projects with staff and volunteers.

Development

- Pursue grant opportunities and other partnerships to support TGC's work.
- Help develop and coordinate new and appealing fundraising events.
- Foster relationships with TGC donors and contributors.

Finance & Administration

- Coordinate financial operations and maintain necessary financial records.
- Assist the Board of Directors to review TGC's finances and long-term growth.
- Communicate regularly with the Board on all matters pertaining to our mission.

Marketing

- Creatively publicize TGC's mission and programs to community partners.
- Collaborate with local government and other organizations to advance TGC's mission.
- Use social media to promote TGC's programs, events, and activities.

Our Ideal Candidate

- Background in and passion for environmental education.

- Experience in nonprofit organizations and managing staff and volunteers.
- Experience in developing fundraising and event planning.
- A commitment to engaging the broader community within the St. Louis region.

Salary

- Salary is negotiable, commensurate with experience and qualifications.
TGC anticipates a range between \$50,000-60,000 per year.

Please submit a current resume and letter of introduction with subject line Executive Director Application, to info@thegreencenter.org. Application process is now open. TGC is an equal opportunity employer.