

## **National Trout Center Director Position (Part-time)**

18 hours/week for 6 months, April through September, then 8 hours/week for remaining 6 months  
Salaried position: Approximately \$15,000/year based on experience

### **Description**

Serves as director to develop and oversee all program activities and day-to-day operations of the National Trout Center, a nonprofit organization located in Preston, MN. Works with Board of Directors to ensure fiscal responsibilities are met and programming is focused on furthering the mission. Hires and manages two interns (May-August). Recruits and manages volunteers to help with events, rental of fishing equipment and classes. Serves as the outreach person, attends meetings with key constituents, chambers of commerce, tourism-related groups. Secures business, family and individual members and performs other fundraising activities as needed. Writes and submits news to media outlets, updates social media and website. Manages retail merchandise sales. Updates visitor contacts in database, donor spreadsheet, email and mailing lists.

### **Organizational Relationships**

**Reports to:** Board Chair, Executive Committee

**Communicates with:** NTC Board, donors, tourism employees, City/Utility employees, City Council, Preston and Lanesboro Chamber of Commerce, City of Preston EDA, various regional and state agencies/organizations, Explore Minnesota, visitors, businesses, schools, residents and general public.

**Supervises:** Interns (2) and volunteers

### **Essential Functions**

- Develops and promotes program offerings
- Updates website (works with SMG Design)
- Writes and disseminates news releases to newspapers, radio, TV and online news sources
- Maintains and submits posts for social media
- Trains interns and volunteers, sets staffing schedule for center (Thursday-Sunday; May-September)
- Coordinates advertising including visitor guides, updates on Explore MN site, Lanesboro chamber site.
- Solicits business, family and individual members
- Works on fundraising activities with Board committee
- Prepares updates for Board meetings, City Council and EDA Board
- Performs other duties and responsibilities as assigned by Board.
- Attends trainings and meetings as directed.

### **Required skills, abilities**

- Excellent interpersonal communication skills
- Basic design skills using existing templates for flyers and social media posts
- Strong work ethic and goal-oriented
- Ability to handle confidential information with discretion.
- Education or experience related to the natural environment, conservation, ecology or biology
- Ability to work with minimal supervision, independently to plan, organize and prioritize work tasks
- Work as a team with Board and volunteers
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with City and Utility officials, representatives of other governmental units, businesses, nonprofits, schools, donors and the general public.
- Skill in the operation of computers, social media, pertinent software packages.

### **Requirements**

- 2-5 years experience in marketing, communications, education, nonprofits, tourism or related field.
- Enthusiastic about NTC mission and creative in reaching goals and seeking new opportunities.

**Application Deadline:** March 2, 2018

Email resume to [info@nationaltroutcenter.org](mailto:info@nationaltroutcenter.org).