

Myrick Hixon Ecopark

Position: Full-time General Manager/Assistant Director

Location: Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601

Myrick Hixon EcoPark – The EcoPark is a non-profit organization 501(c)3 dedicated to empowering individuals and communities to explore and experience healthy, safe, vibrant, and sustainable lifestyles. We are a center for outdoor recreation, environmental education, and a community resource in the heart of La Crosse. The EcoPark is in an exciting phase of development involving the creation of exciting outdoor adventure playscapes for all ages. We anticipate undergoing a major capital fundraising campaign in 2012 and establishing the EcoPark as a regional destination receiving 50,000-70,000 visitors a year. We are seeking an experienced and dynamic professional to help lead the EcoPark into a new stage of development.

Job Overview: The General Manager/Assistant Director is responsible for the day-to-day management necessary to ensure the EcoPark's success in achieving its mission and financial objectives. Reporting directly to the Executive Director, the General Manager/Assistant Director guides the strategic vision and objectives of the EcoPark.

The General Manager/Assistant Manager is responsible with all administrative aspects of The EcoPark and is responsible for program, personnel oversight and management. The General Manager/Assistant Manager also supports the organization's fundraising and development efforts.

Responsibilities:

- Oversee the day to day management and running of the EcoPark.
- Work with the leadership and staff to ensure that appropriate systems are in place for financial administration management, asset management, and donor relations.
- Ensure that the mission and programs of the organization are executed in line with the board and ED's vision.
- Work closely with the ED to carry out and monitor organizational progress.
- Ensure that staff are properly selected, trained, supported, guided and managed, to ensure qualified persons are managing the work
- Ensure all programs follow the annual budget and that the organization works within budget guidelines.
- Report regularly to the ED regarding organizational objectives, financial status, and other relevant issues.
- Maintain official records and documents and ensure compliance with federal, state, and local laws and regulations.
- Oversee human resource management for all staff
- Oversee program managers and bookkeeper and provide monthly reporting to ED
- Assess programmatic/organizational health and implement improvements.
- Provide leadership and guidance to staff related to strategic direction and management of programs and services.
- Ensure delivery of high-quality client services that are aligned with the organization's mission and core values.
- Oversee staff in the management of an effective donor database; ensure that records are carefully managed and updated and critical information is available as needed.

Qualifications:

- Minimum 5 years executive management experience, non-profit experience a plus but not required.
- Proven budget and financial oversight experience required.
- Proven experience establishing and managing internal financial and program management systems
- Experience managing a cultural organization/ destination attraction preferred
- Knowledge of and experience with human resources, capital projects and administration, not for profit policy and compliance issues required.
- Proven leadership skills including organizational development, personnel management, and program management.
- Experience with or understanding of working with volunteers.
- Flexibility in working with various people, donors, volunteers, sponsors, committees.
- Excellent verbal and written communication skills

- Knowledge of QuickBooks and Donor Perfect a plus
- Flexibility with evening and weekend hours to attend programs and events.
- A passion for environmental education, conservation, sustainability a plus.

Hours/Wage/Benefits: Wage commensurate on experience. Health Benefits, Vacation and Sick Available.

Please mail, email or fax your resume to: Michelle Nelson, Operations Manager, Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601, Email: mnelson@mhecopark.org, Fax: (608) 784-0322