AUBURN
Human Resources

Dir, Graham Farm & Nature Center

Job Description

JOB INFORMATION

Job Code	CA42
Job Description Title	Dir, Graham Farm & Nature Center
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/26/2021

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

JOB SUMMARY

Responsible for the overall operations of the Graham Farm and Nature Center, a 491 acre property owned by Alabama Cooperative Extension System, serving as a site for programming focused towards youth development along with natural resource and animal science education located in Estillfork, Alabama. Manages the mission of the nature center as well as administrative oversight, personnel management, financial planning, and strategic planning.

RESPONSIBILITIES

- Oversees the overall operations of the Graham Farm and Nature Center, including administration, programming, food service, maintenance, building and grounds.
- Oversees all policies and procedures as needed for the Center, in partnership with the state office at Auburn University and the Advisory Board.
- Develops and implements the business plan for the center in collaboration with the advisory board and ACES administration. Manages and leads initiatives, development activities, and client relations in an effort to ensure continuous growth of membership, donors, outreach efforts, and educational efforts.
- Secures resources and develops, implements, and evaluates strategies to market the center to both private and public users.
- Oversees public relations, fundraising, and the creation of long-term systems that will sustain the center. Communicates the center’s purpose and vision to staff and stakeholders.
- Oversees all human resources functions at the center including supervision of staff, recruitment and selection of staff, and other personnel actions. Establishes priorities to ensure that employees conduct business in accordance with policies and procedures.
- Leads the development, review, and maintenance of the center's budget and monitors the expenditures of funds.
- Develops marketing and communication plans to promote the vision, mission, goals, and achievements of the Alabama Cooperative Extension (ACES) System and Graham Farm and Nature Center.
- Compiles a variety of information including fiscal, marketing, and maintenance reports for the center to share with the advisory board, stakeholders, and ACES administration.
- Ensures quality educational programs are provided to the community along with outstanding recreational activities that will bring clients to the center into the state of Alabama. Ensures all youth programming adheres to the mission and policies of ACES and Auburn University.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	required.	and	7 years of	Experience in hospitality, fundraising development, educational services, community or government relations, extension service programs, or related.	And
Bachelor's Degree	in Agriculture, Business, Forestry, Education, Communications or related field desired.	and		Experience in providing management and oversight to an outdoor education center or related organization preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of nature-center operations or extension services programs, overall administration including budgets, finance, fund raising, personnel, and membership programs.	
Ability to travel outside the center occasionally.	
Ability to be self-directed and comfortable to make cold calls and visits to clientele and funders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.