

## **NATURE SACRED SEEKS A NEW DIRECTOR OF PROGRAMS**

Nature Sacred, a small operating foundation nonprofit in Annapolis, MD, dedicated to the creation of community-led, contemplative green spaces nation-wide, is seeking a Director of Programs. The Director of Programs will be a key team member, assisting in achieving Nature Sacred's mission to inspire and support the creation of public greenspaces that offer a temporary place of sanctuary, encourage reflection, provide solace, and engender peace and well-being. For 25 years, Nature Sacred has partnered with over 130 communities across the country to infuse nearby nature into places where nature and healing is often needed most: under-resourced neighborhoods, schools, hospitals, prisons and more.

### **NATURE SACRED PROGRAMS**

The Director of Programs (DP) is responsible for supporting the Chief Programs Officer in management of all programs and the Nature Sacred Firesoul Network. The DP will be responsible for strategies and execution including budgeting, grant management and more for all programs for Nature Sacred, including staff support for the Design Advisory and Diversity, Equity, and Inclusion Committees. The DP also works closely with the Sacred Place Project Manager in coordination of new Sacred Place projects and orientation of new members into the Nature Sacred Firesoul Network.

With oversight from the CPO, the DP will lead regular events and gatherings for the Firesoul Network – determine topics of interest, engage Network members and outside speakers to deliver presentations, maintain a schedule and coordinate logistics and invitations accordingly. In consultation with the CPO, the DP will oversee Network communications and organize and coordinate content for this including, but not limited to, Nature Sacred Guides, Newsletters, and Web Directory information. The DP will also engage on a regular basis with the 100+ members of this Network through direct email and phone communication, as well as in person site visits with Firesouls.

The DP will lead the Bench and Journal Programs and be responsible for all financial management, fulfillment, coordination of bench and journal delivery and installation, collection of journal entries, organization, and distribution of entries in support of fundraising, communication, and Network goals. The DP will also keep detailed inventories and coordinate storage solutions for both benches, journals, and all related materials.

### **MISCELLANEOUS**

The DP is an important player on Nature Sacred's staff and is responsible for attending weekly staff and departmental meetings and working with internal staff and external consultants on a regular basis.

### **QUALIFICATIONS & APPLICATION INSTRUCTIONS**

The ideal candidate will have 3-5 years of membership or program management experience leading initiatives, and the ability to work with a small administrative team. Financial

management and budget reconciliation; knowledge and/or experience with landscape architecture and garden design is also preferred.

Candidates should bring a proactive and resourceful approach to their work and the needs of the Foundation, possess quick problem-solving skills, an ability to interact and manage diverse groups, and an aptitude for maintaining systems to efficiently manage a multitude of situations. The candidate should demonstrate good writing skills and can work on website updates (Wordpress) and content management systems.

Salary is commensurate with experience and includes health and dental benefits, which are paid 100% for the employee by Nature Sacred. Typical office hours are 8:30 a.m. to 5:30 p.m. – the position's duties may require additional evening and weekends hours as needed for events, staff retreats, etc. Will consider hybrid in-office and remote work schedule.

**START DATE:**

Interested candidates should submit a resume, cover letter and 2 references to [erobertson@naaturesacred.org](mailto:erobertson@naaturesacred.org); resumes will be accepted and reviewed on a rolling basis until the position is filled.

Nature Sacred proudly celebrates and practices diversity and inclusion in its present and future operations and programs. Nature Sacred provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Marginalized populations based on race, gender, class, orientation etc. are strongly encouraged to apply.