



## Assistant Director of the Nature & Visitor Center

### JOB DESCRIPTION

<b>Job Title:</b>	Assistant Director of the Nature & Visitor Center
<b>Location:</b>	9325 South Alda Road, Wood River, NE 68883
<b>Status:</b>	Exempt
<b>Reports to:</b>	Director of the Crane Trust Nature & Visitor Center
<b>Application Deadline:</b>	Open until filled
<b>Salary:</b>	Commensurate with experience
<b>Website:</b>	<a href="http://cranetrust.org">cranetrust.org</a>

#### About the Crane Trust

Formed in 1978, the Crane Trust is a 501(c)(3) non-profit organization dedicated to protecting and maintaining critical habitats for Whooping Cranes, Sandhill Cranes, and other migratory birds along the Big Bend Region of the Platte River Valley. Through sound science, habitat management, community outreach, and education, the Crane Trust continues to make a lasting conservation impact.

The Crane Trust is located at Exit 305 on Interstate 80 in south-central Nebraska, approximately 15 miles southwest of Grand Island, NE. It is open to the public year-round.

#### Position Overview

The Crane Trust is seeking a dedicated Assistant Director to assist the Director and leadership team in overseeing the Crane Trust Nature Center operations. This role will support the Director by managing day-to-day operations, supporting educational programming, and ensuring seamless visitor engagement to support the organization's conservation mission.

## Essential Duties & Responsibilities

- **Director Support:** Assist the Director in implementing strategic initiatives, achieving operational goals, and executing annual plans for the Nature Center.
- **Outreach & Education:** Help develop and deliver educational programs, presentations, and visitor experiences that highlight the Crane Trust's mission and conservation efforts.
- **Outreach Materials:** Contribute to the creation of educational and promotional materials that align with outreach objectives.
- **Daily Operations:** Support daily operations and act as the primary contact in the Director's absence.
- **Volunteer Program:** Assist in managing and expanding the Crane Trust's volunteer program, including recruitment, training, and engagement.
- **Crane Season Coordination:** Provide logistical support during the busy March crane season to ensure smooth and efficient program operations.
- **Gift Shop & Art Gallery:** Help manage the Crimson Crown Gift Shop and Hornady Art Gallery, overseeing inventory, coordinating with consignors and artists, and enhancing online capabilities.
- **Trails & Grounds:** Collaborate with the Land Management Team to maintain the outdoor trail system and ensure a welcoming environment for visitors.
- **Marketing & Communications:** Support the fundraising team by creating content for social media, print materials, and email campaigns to promote the Nature Center and its programs.
- **Fundraising & Membership Support:** Assist with fundraising events and initiatives to grow membership and secure financial support for the Nature Center.
- **Grant Support:** Aid the Director in researching, applying for, and managing grants to support outreach and operational goals.
- **Strategic Partnership:** Serve as a key partner to the Director in implementing long-term plans and identifying opportunities to enhance the visitor experience.

## **Qualifications**

- Bachelor's degree or higher with at least five years of professional experience.
- Leadership experience and a background in conservation are preferred.
- Strong knowledge of wildlife biology, ecology, and Nebraska's conservation programs.
- Understanding of land management practices.
- Proficiency in Microsoft Office, Google Workspace, and general technology tools.
- Excellent written and verbal communication skills.
- Ability to collaborate closely with leadership while working independently.
- A valid driver's license is required.

## **Equal Opportunity Employer**

The Crane Trust embraces a diverse, inclusive, and equitable workplace where all employees, board members, and volunteers feel valued and respected, regardless of gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or physical abilities. We welcome applicants from diverse backgrounds and experiences to apply.

## **How to Apply**

Please send a cover letter, resume, and three references to:

Wendy Bailey  
Director of Crane Trust Nature & Visitor Center  
9325 South Alda Road  
Wood River, NE 68883  
wbailey@cranetrust.org

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## **Application Deadline**

- The position will remain open until filled