

Future Fisherman Foundation Manager of Education Position

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The Future Fisherman Foundation, a 501(c) 3, seeks a passionate, experienced, highly motivated individual to fill the Manager of Education position to assist with the Foundation's youth-oriented angling education efforts.

Position Description

The Manager of Education is responsible for oversight regarding all aspects of the foundations educational outreach programs and other duties as assigned. The manager will work closely with the Executive Director to implement all program elements including program design, evaluation, development, training and administrative duties. The manager will also be instrumental in maintaining relationships with local, state, and federal organizations to support the continued development of the educational mission of the foundation.

This job description is designed to give the individual a general sense of the responsibilities and expectations for this position. The Manager of Education will be required to perform other job-related duties as required.

Essential Duties

The Manager of Education will work closely with Foundation staff to oversee all educational program elements including design, development, training, administrative duties and program partner relationship management.

- Coordinate the *PhyshEd* national recreational fishing and boating grants initiative including but not limited to proposal development, proposal review process, contract administration and national training workshop.
- Coordinate the Hooked On Fishing Not On Drugs national angling education program efforts.
- Coordinate national initiative to deliver recreational fishing education to local Boys & Girls Clubs across the United States.

Qualifications

- Bachelor's degree in education or related field; Master's degree or advanced certification preferred.
- At least 3 years experience in youth program development and implementation.
- Excellent written, verbal, and organizational skills.
- Proficient skills in Microsoft Office applications (Word, Excel, PowerPoint, Access)
- Must be organized, have excellent time management skills and be detail-oriented.
- Knowledge of business accounting and program budget management .
- Demonstrated ability to manage partnerships with diverse audiences.
- Demonstrated ability to manage time effectively, meet deadlines, and focus on organization priorities.

- Demonstrated capabilities to be a team member committed to working in an inclusive and collaborative small office environment.

Application Process

Applications must include: cover letter indicating interest in the position and addressing the position qualifications, current resume, salary requirements, and three references that may be contacted by the search committee. Resumes without salary requirements will not be considered.

Interested applicants may send a cover letter and resume by email to futurefisherman@asafishing.org or by fax to 703-519-1872.