



Full Circle Education  
\* PO Box 787 \* Victor, ID 83455\*  
208.346.8639  
[tetonfullcircle@gmail.com](mailto:tetonfullcircle@gmail.com)

*Full Circle Education works to enrich lives and build sustainable communities by offering hands on experiences in gardens, farms and wild places.*

**Position:** Executive Director

**Reports To:** Full Circle Education Board of Directors

**Employment Status:** Half Time Employee, growing to Full Time

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Core Purpose:

The Executive Director is the face of Full Circle Education within the local community and is primary communicator of the brand to wider audiences. The Executive Director is a leader who energizes, and enables the organization's vision and position within the community, All while managing the essential marketing, administrative and fundraising tasks that are required to grow a thriving organization. .

Performance Objectives:

- Be the face of Full Circle Education and sustainability programming in the Teton region and the beyond.
- Provide leadership for and execution of Full Circle Education's strategic plan
- Strategically lead and spearhead the Full Circle Education Board.
- Identify and connect with all key stakeholders (Community Leaders, Educational Leaders, Strategic Partners, Donors and Supporters) in a systematic manner.
- Develop a financially sustainable organization with the goal of making key Programming hires and 18 months of operating capital on hand/in reserve in addition to annual operating budget funding.
- Attend and execute current programming and expand and develop new programming as relevant opportunities present themselves.
- Expand the Full Circle Education's reach throughout the Tetons and beyond as a recognized regional/national leader in sustainability programming.

Competencies and Qualities:

- A genuine excitement about sustainability programming.
- Experience with strategic thinking, leadership, and project planning.
- Experience and comfort with public speaking, and a comfortable communication style, which can be easily tailored to the audience - Ability to manage and report on

financial health of an organization, including budgeting, financial management and basic bookkeeping tasks.

- Socially oriented and comfortable engaging with all members of our community.
- Fundraising acumen with ability to manage responsibly organizational funds.
- Experience utilizing and managing a social media presence that is representative of the vision and voice of Full Circle Education to create a broader audience within the Tetons and beyond.
- Ability to lead and organize meetings, programs and events.
- Ability to organize, manage, and lead a Board of Directors and their meetings.
- Experience hiring and managing a staff of 1-3 people.

Compensation:

Commensurate with experience

To Apply:

Email a resume and letter of intent to [info@tetonfullcircle.org](mailto:info@tetonfullcircle.org)