Golden Gate Bird Alliance
Job Announcement

Director of Education and Community

Position Title:	Director of Education and Community
Employee Payroll Status:	Full-time Permanent
Reports to:	Executive Director
Location:	Berkeley, CA
Posting Date:	November 16, 2026

Golden Gate Bird Alliance engages people to experience the wonder of birds and to translate that wonder into actions that protect native bird populations and their habitats. Founded in 1917, we are one of the oldest and most respected conservation organizations in the Bay Area. Golden Gate Bird Alliance is an independent non-profit, affiliated with the National Audubon Society.

We accomplish our mission by connecting people of all ages with birds and the natural world, conserving and restoring habitat, and engaging Bay Area residents in the protection of our shared, local environment. Golden Gate Bird Alliance has over 7,000 members and supporters in San Francisco and the East Bay, an active Board of Directors, and a staff of six who mobilize over 2,000 volunteers each year.

The Position

The Director of Education and Community provides strategic and operational leadership for GGBA's adult education, Birding for Everyone Fellowship, youth education, and community partnerships. Working closely with the Executive Director, staff, instructors, and volunteers, the Director strengthens program quality and access, manages sustainable growth, and helps participants move from an interest in birds to conservation action and leadership.

The Director oversees a coordinated portfolio of programs delivered by educators, contractors, partners, and volunteers. Initial priorities include strengthening adult education, documenting program responsibilities and volunteer succession, and preparing a phased, funded relaunch of EcoEd youth education.

Duties and Responsibilities

Program Strategy and Leadership

- Develop annual education work plans, calendars, and budgets that advance GGBA's strategic plan and education business plan within approved funding and staff capacity.
- Supervise and support education staff; recruit, train, and coordinate instructors, contractors, mentors, and trip leaders. Teach or lead selected programs as appropriate.
- Clarify responsibilities and handoffs with Conservation, Communications, Development, the Office Manager, and volunteer leaders. Document recurring tasks, decision authority, backup coverage, and volunteer succession.
- Work with Conservation staff to connect learning experiences to priority birds, habitats, and threats, with clear opportunities for restoration, community science, advocacy, and volunteer leadership.

Adult Education and Field Experiences

- Working with volunteer leadership, oversee the quality, scheduling, and evaluation of classes, the Master Birder program, free field trips, and paid regional outings. Develop introductory through advanced learning opportunities based on participant demand and instructor capacity.
- Work with volunteer leadership to develop and implement training programs for class instructors and field trip leaders.
- Support travel desk volunteers in developing and marketing the "Travel with GGBA" program, including trip budgets and risk planning.
- Review pricing, enrollment, waitlists, direct costs, staff time, and net contribution of all programs. Balance earned income with affordable and free opportunities, and make scholarship needs and program subsidies explicit.

Community Building

- Build welcoming opportunities for people to connect through birds and conservation. Broaden participation among people historically underrepresented in birding and reduce financial and other barriers through scholarships and community partnerships.
- Lead the Birding for Everyone Fellowship, including planning, partnerships, mentor and instructor coordination, participant support, and evaluation.
- Help participants, fellows, and alumni of the BFE Fellowship develop as educators, trip leaders, and conservation volunteers. Create opportunities for continued learning, sharing knowledge, and sustained involvement with GGBA beyond graduation or fellowship completion.
- Serve as GGBA's primary liaison to college chapters at UC Berkeley, UCSF, and other institutions. Build relationships with student leaders, faculty or staff advisors, and campus partners.
- Coordinate education's role in Bird Curious, Flock Together, festivals, and other community programs with existing program leaders and partners, responding to community interests and strengthening ongoing relationships.

Youth Education and EcoEd

- Lead the redesign and phased relaunch of EcoEd with schools, teachers, and community organizations, starting with an inventory of existing lessons and partner feedback.
- Select and manage a curriculum consultant within an approved scope and budget. Ensure lesson plans connect classroom learning, neighborhood observation, and field experiences; align with educational standards; and include practical evaluation tools.
- Develop realistic pilot budgets and school commitments. Coordinate educator and volunteer training, transportation planning, and program safety procedures.

- Recruit and supervise Youth Education staff when funding and hiring authority are approved.

Advocacy

- Work with the Director of Conservation and Director of Communications to connect education and community programs with GGBA's conservation priorities and advocacy campaigns.
- Recruit, train, and support volunteers to participate effectively in advocacy, including public comment, meetings with decision-makers, letter writing, and community outreach.
- Collaborate on clear, accurate messaging and educational materials that explain conservation issues and give participants practical ways to take action.
- Develop workshops and other learning opportunities that build volunteers' knowledge, confidence, and communication skills, drawing on Conservation staff's policy expertise and Communications staff's messaging guidance.
- Engage college chapters, fellowship participants, and other community partners in advocacy, and help emerging leaders take on greater responsibility in coordination with Conservation staff.

Fundraising and Financial Oversight

- Work with the Executive Director and Development Officer on grants and donor cultivation for youth education, the fellowship, and scholarships. Draft program narratives, budgets, reports, and participant stories; Development Officer leads donor strategy, solicitations, and stewardship.
- Monitor program and event budgets, restricted funding, scholarship use, and financial performance with administrative and finance staff.
- Align program commitments with secured funding and approved budgets. Recommend changes in scope, timing, or pricing when enrollment, funding, or delivery capacity falls short.

Evaluation and Reporting

- Track attendance, repeat participation, access, participant feedback, learning outcomes, and movement into conservation action and leadership.
- Provide quarterly reports on program outcomes, earned contribution, funding, workload, and volunteers.
- Provide related support to the Executive Director, board, and program volunteers, and perform other duties consistent with the position.

Qualifications

- BA/BS in education, environmental studies, biology, or a related field; MA/MS preferred. An equivalent combination of education and relevant experience will also be considered.
- Demonstrated success managing environmental education, community engagement, or related programs, including planning, budgeting, delivery, and evaluation.
- Experience supervising staff and mentoring volunteers, instructors, or contractors, with the ability to delegate clearly and build effective working relationships.
- Experience designing or improving learning experiences for adults or young people, and adapting programs to different backgrounds, interests, and access needs.
- Demonstrated ability to build partnerships with schools, colleges, community organizations, or other institutions, and to support emerging leaders.
- Strong written and oral communication skills, including the ability to prepare grant proposals, program reports, curriculum materials, and public-facing educational content.
- Ability to interpret budgets and participation data, manage multiple programs, and make practical decisions about quality, workload, and financial sustainability.

- Commitment to equitable access, inclusive participation, and connecting education with conservation action; interest in birds, natural history, and Bay Area conservation.
- Proficiency with Google Workspace and spreadsheets, and comfort learning registration, customer relationship management, and program evaluation systems.
- Relevant education, training, or equivalent professional and community experience. Candidates may demonstrate qualifications through a variety of career and educational paths.

Additional Desirable Qualifications

- Experience with birding, natural history interpretation, school-based environmental education, or curriculum aligned with educational standards.
- Experience supporting student organizations or college chapters, including leadership development and continuity through student transitions.
- Experience with nonprofit membership organizations, earned-income education programs, travel programs, or scholarship administration.
- Experience with Neon CRM or similar systems and collaboration on program marketing.
- Spanish, Mandarin, or other language proficiency relevant to Bay Area communities.

Work Schedule and Setting

This position includes office work, visits to schools and college campuses, and outdoor programs throughout the Bay Area. Some evening and weekend work and local travel are required. Essential duties may be performed with reasonable accommodation.

Compensation and Benefits

The starting salary range is $78,000–$84,000 annually, depending on qualifications and experience. This is a full-time, exempt position. Benefits include fully employer-paid medical, dental, and vision coverage, a matched SIMPLE IRA retirement benefit, and paid leave.

Golden Gate Bird Alliance is an equal opportunity employer. People of color, women, people of all sexual orientations and gender identities, people with disabilities, and those with diverse backgrounds are encouraged to apply. Our staff and board value diversity and are committed to respect and inclusiveness.

To Apply

Send a resume and cover letter to jobs@goldengatebirds.org with “Director of Education and Community” in the subject line. References and background checks will be required before hiring.