



VISIT US
www.waterfallcenter.org

CONTACT US
info@waterfallcenter.org

Managing Director Consultant (Part-Time)

Waterfall Center for Bioregional Learning

Location: Schoharie County, NY (Hybrid/In-Person)

Compensation: \$3,000–\$5,000/month (based on experience, scope, and time commitment)

Contract Term: Six months, with the expectation to renew and expand the position

Start Date: Immediately

Application Deadline: *Applications will be reviewed on a rolling basis until the position is filled.*

Are you a connector, collaborator, and community-builder? We're building something beautiful. Come grow it with us!

The Waterfall Center for Bioregional Learning is seeking a dynamic, values-driven **Managing Director (Consultant)** to help steward our first year of growth. We're looking for someone ready to roll up their sleeves, build relationships, help secure funding, and shape the future of this emerging initiative dedicated to the land, water, cultures, and communities of Skóhare (the Schoharie Valley) and the surrounding watershed and bioregion.

About the Waterfall Center

The mission of The Waterfall Center for Bioregional Learning is to serve as a virtual information and community organizing hub that will facilitate collaborations, partnerships, and collective decision making for the protection of the land, water, ecology, cultures and communities of Skóhare (the Schoharie Valley) and connected bioregions. For more information, please visit our website www.waterfallcenter.org

About the Role

The Consulting Managing Director will serve as the **primary facilitator and operational lead** of Waterfall Center's start-up efforts. One will work closely with the Center's core team and advisory board to build and implement our early programs, grow local partnerships, secure funding, and coordinate gatherings. This role is remote-flexible but requires a **strong local presence** for meetings, convenings, and site visits across the Schoharie Creek Watershed.

Initial Scope of Work - Top Priorities:

Local Engagement - Site Visits & Networking including conducting weekly site visits to farms, organizations, small businesses, and local initiatives to identify partners and interested parties to grow the organization and for opportunities and pathways for reciprocal collaboration. Document findings and develop analysis based on local feedback, to help identify how The Waterfall Center can best situate itself within the needs of the community/bioregion.

Community Convenings & Program Development – including coordinating and hosting listening sessions, knowledge-sharing events, and co-create sessions with local partners, agencies, organizations, Indigenous groups, farmers, youth, and elders. (**3-6 convenings within initial contract**). Building relationships with diverse community members, potential partners, and the Waterfall Center. Deliver **2-3 programmatic events**, based on topics previously identified by The Waterfall Center and partners.

Grant Research, Writing & Fundraising - Research, identify, and apply for mission aligned funding opportunities. Collaborate with the advisory board and development team to write compelling proposals and fundraising materials. Develop relationships with prospective funders and assist in donor cultivation efforts for sustainable fundraising strategies.



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Reporting Structure

Consultant reports directly to: **Founding Team/Core Organizing Committee** on weekly and monthly basis regarding progress on the initial Scope of Work at both check-in meetings and through written reports. Deliver a final report outlining accomplishments, gap analyses, evaluations, and next steps.

Desired Skills & Experience

- Substantial non-profit management experience in an operational role
- Minimum of five years in nonprofit management, community organizing, or place-based education
- Strong facilitation and convening skills
- Experience writing and submitting grant applications
- Familiarity with rural/regional development, agriculture, and/or land-based education
- Commitment to **equity, inclusion, and ecological stewardship**
- Strong local knowledge or a connection to the Schoharie Creek Basin, preferably the bioregion
- Valid NYS driver's license and reliable transportation required

We're Especially Excited If You...

- Have experience working with Indigenous-led projects or Traditional Ecological Knowledge (TEK)
- Are comfortable navigating hybrid work (in-person and digital platforms)
- Have skills in GIS mapping, visual storytelling, or participatory research
- Bring humor, warmth, flexibility, and care to your leadership style

How to Apply

Send the following to info@waterfallcenter.org:

- Your **CV/Resume** and/or Statement of Qualifications
- A **brief cover letter** sharing why this work excites you
- **Three professional references** who can speak to your leadership, collaboration, and organizing work (preferably from previous clients)

Applications will be reviewed on a rolling basis until the position is filled.

Final Notes

We believe the work of transformation starts at home – in our own places, relationships, and communities. If you're excited by the opportunity to help grow something rooted, experimental, and deeply place-based – we'd love to hear from you.

The Waterfall Center is an equal opportunity organization. We welcome and encourage candidates of all races, ethnicities, cultures, genders, sexual orientations, abilities, and backgrounds to apply.