Associate Director Position Call for Applicants

The Florida Springs Institute (FSI) is looking for a dedicated and responsible individual to fill the position of “Associate Director”. This position is for full time (no more than 40 hours per week) at our office located in High Springs and/or other off-site event and project locations. Pay and benefits will be determined based on experience.

As Associate Director for the Florida Springs Institute, you may be asked to complete the following tasks and objectives:

- Perform administrative work on behalf of the nonprofit organization, including training and supervision of office staff and volunteers, bi-weekly payroll and with-holding tax, insurance policies, maintenance of financial records, maintenance of FSI business and administrative files, meeting state and federal compliance requirements for a nonprofit, coordinating meetings on behalf of staff, and assisting the Executive Director with day-to-day nonprofit tasks;
- Providing support to the FSI Board of Directors and Advisory Panel, including organizing Board meetings and providing regular updates on the organization’s work;
- Assistance with grant writing and tracking;
- General fundraising and development of donor relationships;
- Assistance with coordination of FSI’s outreach programs, including the North Florida Springs Environmental Center, and FSI’s various educational efforts; and
- Assistance with planning and implementation of FSI events and fundraisers.

These tasks will be completed under the direct supervision of the FSI Executive Director. This position will include mostly office work and some offsite event and project work.

An ideal candidate will:

- Have a background in nonprofit management or administrative work;
- Have experience in grant writing, fundraising, and donor development;
- Have experience in project management
- Have experience in educational outreach;
- Be able to manage a staff of eight-ten people;
- Be organized and be able to meet deadlines in a timely fashion;
- Be competent in Excel, Word, and PowerPoint; and
- Have a passion for springs and their protection and restoration.

Interested candidates should email a cover letter that addresses why they are interested in this position and why they would be a good addition to the FSI Team, as well as a copy of their CV, to FSI Executive Director, Dr. Robert Knight, at BKnight@FloridaSpringsInstitute.org, and current FSI Associate Director, Heather Obara at Hobara@FloridaSpringsInstitute.org. Applications will be accepted until this position is filled. If you have any questions about this position, please contact us at (386) 454-9369.