



Position Description

Position Title: Education Director

Reports to: Deputy Executive Director for Communications, Education & Programs

Position Summary: Serves as the Association's lead staff on matters pertaining to state and national boater education programs and the NASBLA Education & Outreach Committee. Duties also include providing direct staff support for the NASBLA Education & Outreach Committee Chair, managing and overseeing education related grant projects, and representing NASBLA's education interest before other national boater education forums.

The Education Director serves on the management team, a sub-group of NASBLA's senior management tasked with discussing and making recommendations to the Executive Director on important issues.

Principal Functions and Responsibilities:

- (a) **Analyze and evaluate** national activity and progress on NASBLA's education program and priorities, including national boater education policy, programs and boater certificates and make recommendations to Senior Management.
- (b) **Develop and execute** NASBLA's strategic goals and objectives for education in collaboration with NASBLA staff, executive board and other key stakeholders.
- (c) **Advance** the association's strategic goal of reducing barriers to safe and enjoyable boating in order to increase public participation.
- (d) **Improve and expand** recreational boating education, training, and outreach on behalf of the NASBLA membership.
- (e) **Advise** NASBLA leadership and state boater education officials on emerging policies, technologies, and advances in teaching and training that may benefit state boater education programs and initiatives.
- (f) **Provide** professional support and consultation to state education programs and education specialists.
- (g) **Serve** as the central point of contact and referral for boater education questions from the states, public and media.
- (h) **Manage** the day-to-day operations of the association's key education initiatives, projects and programs.
- (i) **Develop and deliver** education related program content for NASBLA events and serve as NASBLA's representative on education matters at other meetings and events.
- (j) **Foster and advance** uniformity and reciprocity in state boater education laws and regulations.
- (k) **Carry out** education policies and instructions as developed by the Education & Outreach Committee and Executive Board of NASBLA.
- (l) **Provide** direct staff support to the Education & Outreach Committee and related education projects, campaigns and initiatives.
- (m) **Identify** grant-funding opportunities and support NASBLA's grant program by developing, writing and executing grant proposals to support NASBLA education objectives.

- (n) **Develop and maintain** partnerships with Associate Members, other Non-Governmental Organizations, and private course providers to further NASBLA education objectives.
- (o) **Support** implementation of boater education course reviews and approval program including staying informed on the status of national standards for boater education and advising on their impact to state and national boater education programs.
- (p) **Coordinate and facilitate** professional development, through annual “new” education coordinator orientation and general training opportunities for state education coordinators.
- (q) **Establish and maintain** a front-line RBS Instructor development and credentialing program to ensure the quality of instruction for boating education courses.

Position Requirements:

- Bachelor’s degree or equivalent experience;
- Experience (min. 5 years) working with recreational boating safety or outdoor education issues;
- Experience (min. 5 years) working with state natural resources agency (preferred);
- A thorough understanding of the role that state recreational boating authorities/agencies play in recreational boating safety;
- A thorough understanding of the national standards for boater education;
- Demonstrates commitment to professionalism and a clear sense of commitment to the mission of NASBLA and its education objectives;
- Excellent verbal, communications and interpersonal skills;
- Must be able to demonstrate the ability to foster and maintain positive working relationships with staff, partners and members;
- Working knowledge of nonprofit organization operations and state agency experience is desirable and preference will be given to candidates that meet these qualifications.

Travel: This job does require travel. Travel is expected to be limited to the United States and Canada. Ability to travel 15-25%.

Salary Range: \$60,000 to \$67,500 annual. Salary is negotiable based on experience.

Location: NASBLA Headquarters is located in Lexington, KY. This position can be performed remotely and does not require residence in Lexington, KY.