



POSITION DESCRIPTION

Title: Executive Director

Reports to: DSP Board of Directors

Summary: As the chief executive and administrative officer, provide leadership and management that guide the organization's consistent achievement of its educational and financial objectives.

Supervisory Responsibilities: Directs the work of the organization's divisions to include development, education, exhibits, marketing/public relations, and operations.

Employment Classification: Full-time, FLSA exempt status.

General Responsibilities:

- 1. Budget and Finance:** Provides appropriate managerial leadership for the preparation and administration of annual budgets ensuring that appropriate systems, procedures, and financial controls are in place and operating effectively. He/she prepares the annual operating budget each year in conjunction with the staff, Treasurer and Finance Committee. He/she is responsible for operating The Discovery Science Place within the constraints of the budget as approved by the Board of Directors. He/she works with the treasurer and internal or external auditors to assure that The Discovery Science Place's finances are in good order.
- 2. Strategic Planning:** Provides creative leadership through the development and implementation of short and long range plans based upon goals and objectives established in conjunction with the Board of Directors and senior staff. He/she monitors plans for consistent and timely progress.
- 3. Comprehensive Fundraising:** Leads efforts, manages, and participates in all ongoing and special income producing and fundraising initiatives, including major fundraising campaigns, working closely with the Board, appropriate staff, and volunteers to ensure coordination and consistency of message. The Discovery Science Place fundraising includes, but is not limited to, membership development, special events, and various annual, project-specific, and planned giving activities. He/she establishes budgets for activities operated by the staff, and works with volunteers on special events operated by the staff.

4. **Internal and External Communications:** As the primary internal liaison between The Discovery Science Place board and staff, the Executive Director embraces an open and honest flow of information throughout the organization. He/she regularly communicates to the Board President and the Board of Directors via written and verbal reports to keep these bodies fully informed of museum activities in a timely manner. He/she routinely updates the staff on board decisions affecting them and their work. He/she serves as the chief spokesperson for The Discovery Science Place and effectively represents the museum to all governmental, professional, civic, and private agencies, and to the media.
5. **Educational and Public Programming:** Provides leadership for the development of high quality educational and public programming that emphasizes real world applications of science and technology in an informal learning environment. He/she is committed to meeting and exceeding professional standards for the development and delivery of such programming, as well as keeping current of trends in education and sharing that knowledge with the Board, committees, and staff.
6. **Personnel:** Provides strong, creative, energetic leadership and direction to The Discovery Science Place staff and volunteers. In accordance with The Discovery Science Place personnel policies, the Executive Director is responsible for employing, developing and evaluating staff, providing direction and delegating specific responsibility and appropriate authority, and building/maintaining morale, guiding staff toward the achievement of organizational goals and optimizing staff performance.
7. **Internal Management:** Develops and maintains effective management and operations with respect to organizational structure, collections and program development, personnel, and physical plant. He/she provides appropriate managerial oversight of office operations to see that all phases of the office operate as smoothly and efficiently as possible.
8. **Marketing:** Provides creative leadership to develop and implement strategies and build systems that effectively market The Discovery Science Place and increase return business.

Qualifications:

- Minimum four years senior management experience in a museum.
- Proven track record in fundraising with capital campaign experience.
- Excellent verbal, written, presentation and interpersonal skills.
- Experience working with volunteers to accomplish organizational goals.
- Demonstrated ability to analyze needs, develop plans/budgets, to innovate effectively in times of rapid change or unanticipated institutional contexts.
- Demonstrated ability to establish and maintain effective working relationships within and outside the organization; and to work well with others in team situations.
- Bachelor's degree in education, museum studies, or related subject required. Masters degree preferred.
- Demonstrated ability to handle multiple, high priority activities simultaneously.