

Executive Director position open!

ScienceWorks Hands-on Museum seeks an Executive Director to lead the regional center of science-based exploration in Southern Oregon and Northern California. ScienceWorks inspires curiosity through guided hands-on experiences and interactive exhibits. The institution is known for being a welcoming space where people of all ages can explore, learn, and ignite their passions. The organization is more than a museum. ScienceWorks programming and partnerships give tools to support lifelong learning, serving as a community center for people to come together to discover, imagine, create and explore.

ScienceWorks is located in Ashland, Oregon, perfectly positioned between San Francisco and Portland on Interstate 5, yet surrounded by rivers, lakes, and mountains, including the Cascade-Siskiyou National Monument. Ashland was recently recognized by Architectural Digest as one of the most beautiful cities in the world. Home of the Oregon Shakespeare Festival, Mt Ashland Ski Resort, Ashland Independent Film Festival, Southern Oregon University and a thriving arts community, Ashland welcomes more than 350,000 thousand visitors annually. The museum has an annual attendance of 33,000 and an operating budget of \$1.2 Million. The organization owns the 26,000 square foot facility positioned on an 8+ acre site with latent potential for expansion and strategic development.

Mission and Vision:

- **Mission:** Inspiring curiosity and wonder through scientific exploration and interactive experiences.
- **Vision:** To be a launchpad for the next generation of creative thinkers and problem solvers.

Values:

- **Excellence-** We bring the best possible version of ourselves to our work, holding ourselves to the highest scientific, educational and professional standards.
- **Learning-** We believe that curiosity, creativity and hands-on exploration inspire life-long learning.

- **Commitment to Science-** We believe that science, in its objective search for knowledge, is critical to addressing the challenges of our society now and in the future.
- **Collaboration-** We are committed to collaboration, both within our organization and with outside community partners.
- **Innovation-** We nurture a culture of innovation through our exhibits, programs, staff and volunteers.
- **Inclusion-** We are an inclusive organization that promotes diversity, and understands, respects and values physical, cultural, economic and social differences.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), ethnicity, religion, color, sex (including childbirth, breastfeeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

Job Title: EXECUTIVE DIRECTOR

Reports to: Board of Directors

Position Type: Full-time / exempt

Pay: BOE \$110,000-\$130,000, plus benefits

Hours: 40+ hours per week, including evenings/weekends/holidays as needed

Location: Ashland, Oregon

Who We are Looking For:

We are looking for an inspired, visionary leader who knows how to leverage and engage community support to continue and further build a beloved institution. The preferred candidate will have a successful track record of creatively leading organizational growth and impact by building partnerships and alliances that serve the entire community as well as the institution. Candidates must have a proven

business acumen, the ability to lead diverse teams toward achieving organizational goals, a dedication to diversity, equity and inclusion and a commitment to excellence.

Position Summary:

The Executive Director of ScienceWorks Hands-on Museum serves as the leader of the organization, carrying forward and adding to the vision of the Board of Directors. You will be the “face and persona” of our organization and must be highly skilled in building good will and strong rapport with our internal and external community. This pivotal role ensures the stability, growth, and community impact of the museum’s programs and services. The Executive Director is responsible for setting the operational and cultural tone for ScienceWorks, overseeing all museum departments and programs, and representing ScienceWorks in media, fundraising, and community engagements. Collaborating closely with the Board, the Executive Director plays an important role in long-term planning and strategic direction. We seek a career professional, an Executive Director with a strong commitment to ScienceWorks and the greater Ashland community. The position will report directly to the President and Board of Directors.

Key Responsibilities:

1. People Leadership:

- Build a competent, diverse, and empowered workforce.
- Maintain a collaborative environment, especially supporting the staff leadership team.
- Direct the hiring, supervision, evaluation, and development of staff.
- Create a positive work environment that inspires innovation, accountability, and inclusion.

2. Board Relations:

- Establish and maintain a productive relationship with the Board and committees through open and honest communication.
- Provide the Board with the necessary information, tools, and resources for effective governance.
- Engage in strategic planning and vision building, actively participating in board committees and development activities.
- Complete board delegated tasks for success of the organization.

3. Program and Organizational Management:

- Develop, communicate, and implement an annual operating plan in alignment with the strategic vision and business plan.
- Ensure day-to-day operations are of high quality, relevant, and efficient, making course corrections as necessary.
- Develop productive and engaging relationships with community partners.

4. Fiscal Development and Management:

- Develop and implement a strategic financial development plan to expand mission reach by maximizing community partnerships, engaging volunteers, and cultivating and soliciting top donors and community leaders.
- Ensure the long-term financial viability of the organization through sound fiscal practices, budget oversight, and accurate financial reporting.
- Provide guidance, support, and leadership toward fundraising efforts, with a key role in nurturing donor relationships and fostering community partnerships.

5. Communication:

- Uphold the values of ScienceWorks and represent the organization with the highest regard in all community interactions.
- Collaborate genuinely with staff, the Board, and various communities served by ScienceWorks.
- Ensure transparency and integrity in all communications, interpreting and promoting the mission, vision, values, and goals of ScienceWorks to all stakeholders.

6. Community Engagement and Advocacy:

- Represent ScienceWorks in the community, advocating its mission, values, and impact to stakeholders, donors, and the public.
- Foster strategic relationships with community partners, government agencies, and educational institutions.

7. Passion for STEAM, especially Science, and Environmental Sustainability:

- Must embody a personal and professional enthusiasm for science, technology, engineering, art, and mathematics.
- Show a demonstrated engagement in STEAM endeavors, including but not limited to science education.

- Show a demonstrated engagement in sustainability endeavors, including but not limited to environmental education, community-based conservation projects, or eco-friendly initiatives.

Essential Qualities:

- Leadership and Equity:
 - Leads with an equity lens while focusing on mission delivery, demonstrating compassion and respect for traditionally marginalized populations.
 - Proven success in leading diverse teams and volunteers, making timely and tough decisions while being transparent, honest, and caring.
 - Demonstrated the ability to formulate a vision, communicate it effectively, build support and enthusiasm, and then execute it.
 - Demonstrated success in leading change, developing talent, fostering effective communication, and consistently achieving results.
- Business Acumen:
 - Experience responsibly managing multifaceted budgets exceeding \$1 million, including preferably governmental funding.
 - Ability to evaluate opportunity costs of choices for best decision making and prioritization.
 - The ability to make complex financial information accessible to non-finance stakeholders.
 - Incorporates data in decision-making processes.
- Innovation and Problem-Solving:
 - Navigates uncharted waters and approaches complex problems with creative resourceful solutions.
 - Strategic long-term thinker.
- Operational Versatility:
 - Willingness to engage in any task required, balancing daily operations with future planning.
 - Ability to engage people in genuine conversations, build rapport, and positively represent ScienceWorks.

Required Criteria:

- Bachelor's degree (preferred in science, technology, engineering, arts, mathematics, or business administration). MBA degree is a bonus.
- Minimum of 5-7 years of senior management experience, with a proven track record in leadership. Nonprofit and Museum experience preferred.
- Demonstrated success in fiscal management, staff development, and program advancement. Fundraising experience is a bonus.
- Strong interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Core computer skills, including Google Suite

Desired Skills:

- Knowledge and experience in science, art, and/or museum exhibit development.
- Successful experience in fundraising
- Experience leading an organization past recovery and stability into a place where it is thriving.

To Apply:

Please email a single PDF with all of the following to jobs@scienceworksmuseum.org for the committee's review:

- Current Resume
- Cover letter specifically addressing why you are interested in this position
- Ensure you meet the required qualifications prior to applying or inquiring

Email communication is preferred; no phone calls, please. The committee will start considering applications November 8, 2024. The position will remain open until filled.