

Job Title: Executive Director  
Reports to: Chair of the Board of Directors  
Supervises: All Center Staff and Volunteers  
Posting Date: February 24, 2012  
Application Due: March 16, 2012

**Position Purpose:**

The purpose of this position is to manage the day-to-day operations of the Headwaters Science Center consistent with the Center's mission, plans, budgets and governance as approved and directed by the Board of Directors.

**Principal Responsibilities:**

1. Manage staff and Center programs in accordance with mission statement:
  - a) Hire, discharge, discipline and annually evaluate staff and volunteers as necessary to meet program needs.
  - b) Manage expenditures consistent with the budget and funds available.
  - c) Allocate available staff resources and funding to meet program needs in consultation with staff.
  - d) Connect staff members and volunteers with other museums involved in similar projects.
  - e) Approve time sheets, expense reimbursements, and other expenditures.
  - f) Manage the maintenance and upkeep of properties and equipment owned or leased by the Center.
  - g) Attract, maintain, and motivate employees and volunteers.
2. Solicit funding and support for center operations and programs consistent with mission statement:
  - a) Pursue potential funding sources and organizations that can help grow the Center.
  - b) Grant writing and management required.
  - c) Prepare and submit requests for endowment donations.
  - d) Coordinate the full participation of the Board and appropriate staff in fund development efforts.
3. Positively represent, promote, and market the Center:
  - a) Serve as spokesperson for the Center to the community, other organizations, and the media.
  - b) Help write promotional and marketing materials to showcase the Center's programs activities and programs.
4. Work with the Board of Directors to fulfill the Center's strategic plan:
  - a) Provide support and guidance to the Board.
  - b) Work with the Chief Financial Officer and/or Board treasurer, the Finance Committee, and staff to prepare annual budgets and work plans for approval by the board.

- c) Provide direction and leadership to the Center's annual, strategic and long range plans.
  - d) Participate as a member of the executive committee and provide staff support to the nominating committee.
  - e) Make monthly reports to the Board concerning progress in implementing programs, plans and goals.
  - f) Provide the Board, officers and committees with data, information, and staff support needed for completion of their work.
5. Maintain Association of Science and Technology Centers (ASTC) connections:
- a) Subscribe and respond to the ASTC e-mails and website notifications regularly.
  - b) Maintain connections with other science centers and museums.
  - c) Notify the Board about any significant issues and activities with ASTC.
  - f) Attend ASTC annual meetings whenever possible.
6. Assist and coordinate with the capital campaign chair for the Center's building capital campaign:
- a) Establish and maintain close working relationships with the local government staff and elected officials, including tribal organizations.
  - b) Maintain and update building construction and operations estimates as necessary.
  - c) Establish information about potential funding sources including the State of Minnesota, school districts, and other stakeholders.
  - d) Manage the work of various consultants retained by the Center to work on building plans and proposals.
7. Other duties as assigned.

**Education and Experience Requirements:**

- Bachelor's degree minimum, science-related field preferred.
- Master's degree and above preferred.
- Personnel management experience, at least three years preferred.
- Budgeting and financial experience, including grant writing and management.

**Salary and Benefits:**

- \$30,000 to \$50,000 depending on qualifications.
- Basic benefits package.
- Three year contract. Option to renew, dependent on funding.

**Please submit your resume or CV and references by March 16, 2012 via mail or e-mail:**

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