



**POSITION:** Executive Director

**HOURS:** FTE at 40 hours per week; occasional weekend and evening hours required.

**SUPERVISOR:** Board of Directors

The Executive Director reports to the Board of Directors and manages a total staff of 10 (not including work-study students) organized within three teams: Education, Operations and Development. Work-Study students report to the Visitor Services Manager.

**ABOUT MONTANA SCIENCE CENTER:** Montana Science Center (MSC) is located in Bozeman, MT, and provides safe, supportive, affordable, hands-on learning opportunities for whole families. In addition to the discovery that happens through exhibits at the Center, MSC offers programs after school, during school holidays, and throughout the summer. For more information see our website at: <https://montanasciencecenter.org/>

**OUR MISSION AND VISION:** Our mission is to provide hands-on learning experiences in science and technology that inspire creativity, innovation, and lead to real-world application. Our vision is a society of individuals encouraged to be curious, think critically, and innovate; enabling them to understand and thrive in the changing world around them.

**POSITION DESCRIPTION:**

The Montana Science Center Board of Directors is seeking an enthusiastic leader to bring their love of science and/or passion for accessible education to our interactive learning center. The executive director will be charged with implementing our mission, vision, values, and strategic plan.

We seek an individual who has the skills and abilities to work collaboratively with the Board of Directors and staff, oversee and direct all aspects of operations, develop donor relationships and execute successful funding strategies, establish and nurture key collaborations with local and regional partners, drive the development of innovative new programming, capitalize on education outreach opportunities, and co-develop and execute a long-term strategic plan for the Science Center.

**ROLES AND RESPONSIBILITIES:**

**Leadership and Planning**

The ideal candidate will be a dynamic leader who takes initiative and gets things done by taking a strategic vision and transforming it into concrete and high-impact programs. They will possess a leadership style that is direct and decisive, yet also empowers and encourages others to take initiative. The selected individual will possess the demonstrated ability to recruit and develop a team that works in an integrated way to achieve goals, recognize staff for their accomplishments, be open to ideas from all team members, and provide feedback to support engagement, accountability and performance.



*Key Responsibilities include:*

- Working closely with the Board to develop and implement the strategic plan, establish policies, and provide leadership and inspiration for the staff and volunteers.
- Developing and monitoring annual operational plans for achieving annual strategic objectives.
- Leading the development of an appropriate staff structure and personnel policies and procedures.
- Hiring, motivating, encouraging, and managing a high-quality staff.

**Fundraising:**

The ideal candidate will be a relationship builder who has a high level of organizational and cultural sophistication. They will have demonstrated success in membership and revenue growth, be able to think beyond traditional income sources to identify and pursue unique funding opportunities, connect programs to funding, creatively generate needed resources, and build collaborative and strategic partnerships.

*Key responsibilities include:*

- Collaborating with the Board and development and marketing staff to craft and implement annual, diversified fundraising plans.
- Partnering with the Board to identify, cultivate and solicit current and prospective donors and corporate sponsors.
- Working with the Board and Director of Development to identify and implement strategies to build relations with new donors and sponsors.

**Financial Management:**

The ideal candidate will possess a high level of financial literacy and good business judgment. They will have experience establishing and managing budgets and all aspects of financial oversight and management.

*Key responsibilities include:*

- Preparing and monitoring annual budgets and fundraising and operational plans for finance committee review and board approval.
- Working with the finance committee and treasurer to ensure effective financial oversight.
- Implementing the board approved organizational and project budgets while maintaining the fiscal integrity of the organization's finances.
- Developing and instituting fiscal policies as approved by the board.
- Working with an external bookkeeper.

**Programming and Exhibits:**

Programming and exhibits play a critical role in fostering fun, memorable, inspiring and human-centered experiences at MSC. The ideal candidate will have demonstrated a commitment to children's education and their intellectual, physical, and emotional development through the oversight of high-quality, interactive programming.

*Key responsibilities include:*

- In conjunction with the exhibits and education teams, managing key aspects of exhibit and program development and maintenance.
- Ensuring the exhibits and education teams create exhibit experiences that make science engaging.
- Developing and managing membership programming and benefits in conjunction with new exhibits.



### **Organizational Visibility and Communications:**

The ideal candidate will be outgoing, personable, and a compelling spokesperson who is able to articulate the mission of the organization to diverse audiences. They will understand the basics of developing marketing and communications plans and be able to interact effectively one-on-one, with small groups, and successfully deliver formal presentations to large audiences.

*Key responsibilities include:*

- Working with development and marketing staff to develop and implement an annual communications plan and calendar that drives visitation, program participation, membership and funding that incorporates and integrates website, social media, and traditional communication materials.
- Developing messaging, literature, and reports for various stakeholders.
- Seeking opportunities to secure public visibility for the organization, through media outlets, presentations, conferences, and other venues.

### **EDUCATION AND EXPERIENCE**

- A bachelor's degree and demonstrated leadership/management experience are required.
- Experience growing membership organizations, fundraising, building donor and community relationships, and working with nonprofit boards, committees, and the public is essential.
- A master's degree in science education is preferred.
- A minimum of seven years of progressively responsible experience in comparable organizations is preferred.

### **CANDIDATE QUALIFICATIONS**

- Strong interpersonal communications skills.
- Creative, self-directed, energetic, and a team player.
- The ability to build collaborative relationships, financial savvy, a track record of results.
- A commitment to fostering diversity, inclusion, and equity.

### **COMPENSATION PACKAGE:**

- Salary: \$80,000-\$95,000 DOE
- Paid Leave
  - Paid leave begins accruing on the date of hire and will be available for use after six months of employment.
- Supplemental Health Insurance Plans. MSC offers paid supplemental health insurance coverage options including:
  - Accident
  - Hospital
  - Cancer
  - Dental
  - Short Term Disability
- Continuing Education
  - Paid approved continuing education and training
  - Mileage and out-of-pocket expense reimbursement related to approved continuing education



- Additional Benefits
  - Paid Holidays (including a paid floating holiday)
  - Unlimited Sick Leave
  - Reduced MSC Summer Camp fees for Dependents
  - Paid MSC Membership

**Applications will be received and reviewed until the position is filled, but interested candidates are encouraged to apply by April 15, 2024. Applications should be submitted to [fnelson@montanasciencecenter.org](mailto:fnelson@montanasciencecenter.org).**

**INCLUDE:**

- A cover letter explaining your motivations to apply and how your unique qualifications and experience meet the needs and align with the key responsibilities of this position.
- Resume.

**Employment Disclaimer:** *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, gender, sexual orientation, age, or disability. This organization is an Equal Opportunity Employer.*