

Job Title: Executive Director
Reports to: Chair of the Board of Directors
Supervises: 8 – 9 full-time and part-time staff
Posting Date: May 28, 2019
Application Due: June 18, 2019

Headwaters Science Center (HSC) in Bemidji, MN is seeking an Executive Director who will lead and strengthen HSC as a hands-on science museum. The director is accountable for managing grants and the day-to-day operations of the center consistent with the mission, plans, budgets, and governance as approved by the board of directors. The ideal candidate is flexible, results oriented, knowledgeable of best practices in the field, and able to adapt to a dynamic work environment.

HSC was founded in 1994 by community members to provide hands-on science and technology exploration in northern Minnesota. HSC is a 501(c)3 organization with a mission “to provide opportunities for hands-on science engagement and enjoyment for children, adults, and community organizations.” HSC uses interactive exhibits, engaging activities, and dynamic presentations to introduce visitors to basic science concepts. As the only science and technology center within a 100-mile radius of Bemidji, HSC serves approximately 30,000 visitors annually with a sixth of the visitors from local and regional schools. HSC has a 25-year history of mission stewardship and fiscal accountability of more than \$1 million dollars in federal, state, and local funding awards in addition to annual contributions, memberships, and earned revenue. 2018 HSC operating revenue was \$362,785 with 56% earned income, 12% donations, and 32% grants. Our operating expenses were \$318,715 and supported 7.8 FTE staff and operations of the science center for the year.

Principal Responsibilities:

1. Manage daily operations of HSC:
 - a. Hire, manage, and annually evaluate staff and volunteers as necessary to meet program needs.
 - b. Manage expenditures consistent with the budget and funds available
 - c. Communicate and work with the contracted finance manager.
 - d. Allocate available staff resources and funding to meet program needs in consultation with staff.
 - e. Attract, maintain, and motivate employees and volunteers.
 - f. Approve time sheets, expense reimbursements, and other expenditures.
 - g. Manage the maintenance and upkeep of properties and equipment owned or leased by the Center.

2. Solicit funding and support for HSC operations and programs consistent with mission statement:
 - a. Identify, write, and manage grants.
 - b. Foster corporate sponsorship and maintain individual donor relations.
 - c. Coordinate participation of the Board and appropriate staff in fund development efforts.

- d. Establish and maintain close working relationships with local government staff and elected officials, including tribal organizations.
 - e. Establish information about potential funding sources including the State of Minnesota, school districts, and other stakeholders.
3. Positively represent, promote, and market HSC:
- a. Serve as spokesperson for HSC in the community, among partner organizations, and with the media.
 - b. Help write promotional and marketing materials to showcase HSC activities and programs.
 - c. Work to ensure a positive visitor experience and quality customer service.
 - d. Coordinate fundraisers and other HSC events.
 - e. Maintain Association of Science and Technology Centers (ASTC) connections.
4. Work with the Board of Directors to fulfill HSC's strategic plan:
- a. Provide direction and leadership to the HSC annual, strategic, and long-range plans.
 - b. Work with the finance manager, Board Treasurer, the Finance Committee, and staff to prepare annual budgets and work plans for approval by the board.
 - c. Participate as a member of the Executive Committee.
 - d. Make monthly reports to the Board concerning progress in implementing programs, plans, and goals.
 - e. Provide the Board, officers and committees with data, information, and staff support needed for completion of their work.
5. Other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree minimum, management or science-related field preferred.
- Master's degree preferred.
- Personnel management experience required
- Budgeting and financial experience, including grant writing and management.
- Fundraising and events management experience.
- Proficiency in Microsoft Office, and willingness to learn QuickBooks for Non-Profits, Little Green Light for donor/membership management, and our Point-of-Sale system.

Salary and Benefits:

- Salary Range: \$40,000 to \$45,000
- Benefits: Paid sick and vacation leave, life insurance, and museum membership.

Other Considerations:

- Valid driver's license
- Successfully pass a criminal background check
- Flexibility to work evenings and weekends as needed.

Please submit your cover letter, resume or CV, and three references by June 18, 2019 via e-mail: employment@hscbemidji.org