



Job Description
Executive Director

Qualifications:

The Executive Director is a leader who is an exceptional relationship builder with a passion evidenced by their ability to clearly and enthusiastically articulate the organization's vision to members, donors, elected officials and other stakeholders. This individual demonstrates leadership skills characterized by an ability to garner broad constituent support, develop and empower diverse staff, increase visibility of the organization and carry forward major projects and programs. This position demands a current understanding of societal developments in STEM subjects and museum trends. The position requires a strong devotion to the community of El Paso and community responsiveness which aligns with the ideals of participatory museums. Of critical importance is the candidate's ability to transform ideas into specific, solutions-driven project outcomes. Solid, demonstrated skills in operations and business management are expected. Strategic decision making in project prioritization, from basic infrastructure improvements to large-scale programmatic initiatives, is essential to successfully carrying out the job. Flexibility and the ability to multi-task are vital in this position.

A bachelor's degree from an accredited college or university is required; a master's degree is preferred.

Experience:

Candidates for this position should have 10 years of experience working for STEM educational and/or non-profit organizations in roles relating to development, exhibit design, program development, and informal education theory. Experience with outdoor education and property management is preferred. Professional training in education, museum studies, or similar fields may be substituted for work experience. It is also desirable that the candidate have ample direct experience teaching and presenting to audiences of all ages.

Description of Responsibilities:

- Develop and pursue a strategic exhibit and programmatic plan to include daily onsite schedule, extraordinary events and special events
- Facilitate the board in identifying and implementing 5 & 10 year strategic plan that encompasses all existing and potential assets and programs, and includes an annual review.
- Develop and implement an annual budget, with monthly reports to the board

- Outline and manage paid and volunteer human resource systems to include hiring, training and supervising staff, developing volunteer trainings, and monitoring evolving staff needs as the organization expands
- Develop a membership and sponsorship packages and in-kind needs lists to facilitate the support of Insights
- Build and maintain relationships with community partners that provide fiscal, in-kind and human resources to support the museum
- Build relationships with local school systems including school programs and camps, and teacher in-service training to ensure the museum as a viable and accessible resource to educators
- Oversee development of marketing and publicity schema, including social and on-line media 'branding' in the community and field
- Interface with the local community to establish strong relationships and build the Insights cooperative culture
- Expand museum affiliations and partnerships with appropriate national and global organizations