



The Junior Center of Art and Science

Position Description

Title: Executive Director
Reports To: Board of Directors
Start Date: Flexible - April to June 2017 Time Period
Compensation/Schedule: Negotiable

The Junior Center of Art and Science is looking for a leader. We are situated on the shore of Lake Merritt between the Nature Center and the Sailboat House, overlooking the Bird Sanctuary. We offer both on-site and school-based classes that integrate art and science along with summer camp, after school programs and birthday parties. If you are committed to promoting the education, creativity and wonder children experience through art and science, and successful engaging donors and funders in financially supporting good causes, we welcome your application for this position.

Mission Statement:

Dedicated to all the children of the East Bay, The Junior Center of Art and Science encourages children's active wonder and creative responses through artistic and scientific exploration of their natural environment. The Junior Center's classes, workshops, exhibits, and events, integrate art and science to promote children's fresh, hands-on and personalized interaction with their natural world. The Junior Center contributes to the development of citizens who value nature and appreciate the importance of art and science in our community. (This statement was created in 1954. While still adhering to the principles, reinvigoration is sorely needed.)

Position Summary:

The Executive Director reports to the Board of Directors, and is ultimately responsible for the organization's achievement of its mission and financial objectives. The Executive Director will have the opportunity to work with the Board to immediately be a part of embarking upon a strategic planning process to improve and stabilize our financial foundation, while up-dating and enriching our curriculum.

Candidates with these skills, attributes and experiences are strongly preferred:

- A commitment to children's education in art and science

- Executive with demonstrated strong fundraising success
- Able to establish professional relationships and networks
- Is a business visionary, able to employ creative and/or non-traditional models to achieve success
- Enthusiastic about developing entrepreneurial skills
- Experienced and capable in a small organization environment

Core Responsibilities:

- Manage the overall fiscal and operational health of The Junior Center of Art and Science by integrating vision, outreach, workshop, exhibits, classes and programmatic elements into a cohesive whole
- Initiate Fund Development Strategies
- Strategic Planning Oversight in support of our vision
- Key External Spokesperson for the Organization
- Work Collaboratively and in partnership with the Managers of Operations, the Faculty and the Staff
- Work with the Board of Directors in a manner that is most beneficial to the organization
- Oversee Operations and Budgets to assure prudent fiscal management through supervision of assistant
- In collaboration with the Managers of Operations, set the overall tone for a positive working environment, responsible for all HR activities with

Direct Duties:

Fund Development (earned and contributed)

The Executive Director will be the lead fundraiser for The Junior Center of Art and Science, and in collaboration with the Board of Directors and Development staff will:

- Assure that the organization has long-range and diverse funding strategies in support of the implementation and success of The Junior Center of Art and Science's programmatic and long-term goals
- Maintain and grow existing relationships with foundations and major donors
- Using an entrepreneurial approach, seek to develop and sustain additional earned income sources of revenue for the organization
- Actively seek new revenue sources – government, corporate, foundation, and private – to meet program goals
- Continue the growth and/or replacement of cash reserves

Financial Oversight

In partnership with the Deputy/Development Director and the Treasurer, ensure that the organization is fiscally sound and that the budget supports implementation of the strategic plan.

- Prepare annual budget with appropriate staff and board treasurer to meet financial needs of program and general operations

- Recommend yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations
- Ensure that adequate funds are available to permit the organization to carry out its work
- Supervise finance staff and coordinate management of financial and administrative procedures in order to maintain fiscally sound programs and accounting systems to ensure compliance with federal, state and local regulations

Community and Public Relations

- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Participate in community and government conferences and meetings to further The Junior Center of Art and Science's goals and increase the awareness, visibility, influence and impact of the organization
- Pro-actively promote Junior Center of Art and Science to key constituents
- Establish sound working relationships and cooperative arrangements with compatible community groups and organizations

Board Relations & Support

- Work with Board leadership to maintain and further develop a diverse, engaged, effective and energized Board
- Assist the board president and/or executive committee to develop board meeting agendas
- Serve ex-officio on all Board committees, as requested
- Support and provide Board with adequate information to help members reach sound decisions and establish necessary and required policies that will promote the organization's overall mission and vision
- Ensure and facilitate the Board's involvement in the formation of Junior Center of Art and Science's policies and supervise the implementation of Board-approved policies
- Assist the Board with ongoing strategic planning that is responsive to the needs of the organization to effectively define and achieve its vision
- Assist in the recruitment, orientation, and training of new Board members
- Serve as the liaison between the Board and Junior Center of Art and Science staff

Competitive Qualifications:

- Enthusiasm and a strong commitment to the mission, vision, goals, and work
- A proven track record of successful fundraising and development strategies
- Demonstrated skill for positively and productively guiding a volunteer, non-profit board
- Superior communication and interpersonal skills
- Ability to keep the big picture in mind when making critical decisions
- Demonstrated strong administrative expertise, ideally and preferably in integrating art and science in an educational curriculum
- Strong strategic, analytical and planning skills

- Excellent oral and written communications skills with the ability to motivate and direct people
- Computer skills: In Design, Quickbooks, Excel, Word and PowerPoint. Donor/volunteer management solutions desirable.
- Willingness and ability to work hours often outside a normal Monday through Friday and 9 am to 5 pm schedule

Process:

The advertised position offers competitive compensation. The Junior Center has a policy of making health and welfare benefits available to employees based on percentage of employment and subject to the plan parameters.

To learn more about Junior Center of Art and Science, and to view the full job description, please visit us at <http://www.juniorcenter.org/>

This is an exempt position, schedule and compensation to be negotiated. Compensation package will be competitive and mutually beneficial.

- To apply, send cover letter and resume electronically, by March 20th, 2017 to info@juniorcenter.org.
- Applications without a cover letter will not be considered.
- No calls or faxes, please!