

The Junior Center of Art and Science

Position Opening Description

Title:	Executive Director
Reports To:	Board of Directors
Start Date:	Flexible – preferably in November/December 2021
Compensation/Schedule:	Negotiable depending upon qualifications, match

The Junior Center of Art and Science is looking for a talented leader to build on our recent successes and navigate through challenging but exciting issues. Until our recent fire, we have been situated on the shore of Lake Merritt between the Nature Center and the Sailboat House, overlooking the Bird Sanctuary. During the soon to be initiated building rehabilitation process (to be completed June 2022) and until our return to the site, we are operating remotely and in school and nonprofit partner sites.

Historically we have offered 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 grounded in child development, art and science education, are at home with fundraising – the position of the Executive Director offers a unique opportunity to pursue an array of passions for significant community impact. We are proud of our financial stability, our program talent, history and loyal donors, rejuvenated Board of Directors and the opportunities that abound as we seek a new leader that can shape the strategic vision and make it manifest.

Organizational 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 work aligns with the State Next Gen Science Standards. The Junior Center contributes to the development of young community members who value nature and appreciate the importance of art and science in our community.

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 spark an inclusive strategic planning process in 2022 – engaging our Board, Director of Programs, Consultants, Educators and community members to continue to invigorate our curriculum and build on our financial sustainability.

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

- Executive with a strong fundraising interest
- STEAM Education knowledge
- Mid Sized nonprofit leadership experience, with a history of fundraising

- Proven ability to think through and implement how to build out an organization and processes aligned with organizational values
- Comes with an orientation around anti-oppression -- not just having a politics around these fundamental organizational values -- and how this might effectively manifest itself in STEAM education in the East Bay
- Able to leverage existing resources and establish new professional relationships and networks
- Is a visionary, able to employ creative and/or non-traditional models to achieve success
- Experienced and/or enthusiastically capable in a small to mid sized organizational 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 and measure Fund Development strategies
- Strategic Planning oversight in support of our vision
- Key External Spokesperson for the organization
- Work collaboratively and in partnership with the Board, Director of Programs, 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 seasoned, experienced Finance Consultant
- In collaboration with key Staff, set the overall tone for a positive working environment, responsible for all HR activities, seeking support and consultants as needed

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 Finance Consultant and the Treasurer, full Board -- 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

Programmatic Vision and Quality

- Work with all key stakeholders in the organization to develop a unified programmatic vision, most importantly, the Director of Programs
- Supervise and support the Director of Programs and related Staff
- Spark, facilitate and support healthy conversations around program changes, improvements, better ways to measure success
- Explore partnerships with other organizations and develop collaborative processes for decision making on such opportunities

Competitive Qualifications:

- Enthusiasm and a strong commitment to the mission, vision, goals, and work of the organization
- 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, bilingual skills and diverse cultural competencies a significant plus

- 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, in the context of a small to medium sized organization
- Strong strategic, analytical and planning skills
- Excellent oral and written communications skills with the ability to motivate and direct people
- Computer skills: Google suite, Donor/volunteer management solutions desirable, some experience in Quickbooks just to be conversant.

Process:

The position will offer competitive compensation for a comparably sized organization with current range of \$82,000 to \$86,000 budgeted annually. 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. This is a full time, exempt leadership position eligible for full benefits.

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/>

- To apply, send cover letter and resume electronically, by September 21, 2021 to parca@juniorcenter.org.
- Applications without a cover letter will not be considered.
- No calls or faxes, please!