

The Museum of Discovery

Discovery Network Executive Director *Job Description*

Job Summary: Working under the supervision of the Chief Executive Officer and in close coordination with the leadership of all Network members, the Discovery Network Executive Director manages, promotes and schedules all aspects of Network activities. He/she also actively recruits new members and works to secure renewals.

Department: Discovery Network

Reports to: Chief Executive Officer

Education: Bachelor's Degree in Science, Education or Business preferred

Experience Required: Three years' teaching and/or museum experience preferred. Supervisory experience strongly preferred.

Special Skills:

- Ability to work as an independent problem-solver
- Strong organizational skills and an ability to coordinate many activities simultaneously
- Strong written, verbal, presentational and interpersonal skills
- Flexibility in work schedule and work assignments
- Desire and ability to work as part of a team
- Basic computer skills in word processing, financial spreadsheets and scheduling
- Willingness to travel as needed across the state as well as the country as needed
- Ability to solicit donations to the Discovery Network – grants and sponsorships.

Job Responsibilities:

- Leads and manages all aspects of the Discovery Network, a growing consortium of educational organizations and institutions across the state
- Leads and directs planning and implementation of a new organizational membership growth model for the Network – including potential growth outside Arkansas
- Develops goals, strategies, revenue streams, budgets and operating plans for the Network
- Serves on Museum of Discovery management team
- Oversees the Carnegie Science Center STEM Excellence Pathway Program, designed to coach and support K-12 schools in developing a STEM-specific strategic improvement plan
- Organizes ongoing STEAM-based professional development opportunities for member organizations
- Manages and coaches a team of three Museum of Discovery employees who are dedicated to carrying out Network projects and others who assist the Network as needed on a project-by-project basis
- Makes presentations and lead discussions at national and state conferences
- Leads the Arkansas Discovery Network Advisory Council, including recruiting, engaging and retaining members and planning development of new projects and collaborative partnerships
- Supports key relationships by meeting with stakeholders regularly and attending noteworthy events as the face of the Discovery Network.
- Implements the Network financial plans in conjunction with the museum CFO and CEO
- Develops and maintains contact with similar networks in other states.
- Assists Chief Development Officer with fundraising duties by researching grant opportunities and other fundraising opportunities for the Network.
- Works with Chief Marketing Officer to coordinate all marketing for the Network and other marketing needs for the Network.
- Other duties as defined and assigned by the Chief Executive Officer.