

## POSITION SPECIFICATION

**POSITION TITLE: CHIEF EXECUTIVE OFFICER**

**ORGANIZATION: THE WORKS**

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### **Organization Summary:**

The mission of The Works is to inspire the next generation of innovators, engineers, and creative problem solvers through hands-on engineering experiences.

Our purpose is to awaken every child's inner engineer.

Our vision: Engineering is Cool!

The Works is a "hands-on, minds-on" museum that makes learning about science and engineering interesting, understandable and fun. The Works creates successful, inspiring, hands-on learning experiences for kids. Our unique exhibits and educational programs demystify science and engineering, and inspire interest and confidence in learning. We create memorable learning experiences for kids ages 5 to 12, and inspire the next generation of innovators. The Works also performs a pivotal role in teacher professional development, preparing Minnesota's elementary educators to effectively teach hands-on engineering in K-6 grade classrooms.

The Works has provided kid-friendly STEM (Science, Technology, Engineering, and Math) programs since 1995. In 2010, we expect to serve over 40,000 people, including over 18,000 K-8 students. This is more than triple our impact just a few years ago; we continue to grow rapidly and are planning a move to a new site that will enable us to welcome 100,000 visitors each year.

The Works' specific niche and brand include:

- a focus on elementary engineering and making it relevant to today's children and society's needs, short and long-term
- a commitment to individual, hands-on, open-ended, non-trivial, experiential learning
- an environment that welcomes every child with warmth, encouragement, high expectations
- real engineering for real kids
- uncompromising commitment to making The Works programs accessible, gender-fair and proactively welcoming to a diverse audience.

In 2009, The Works completed its most recent strategic planning process. Some of our goals for the next 5 years include:

- Serve **100,000+ K-6 children each year with high quality, hands-on engineering experiences**
- Significantly expand **teacher** professional development
- Transform The Works' **capacity** in all areas (administration, fundraising, operations, branding, marketing, program development and evaluation, exhibit development and maintenance, and partnerships) to support our quality and growth objectives
- Envision, explore, design, articulate, attract financial and operation resources, and transition to a **new facility**
- Apply a **gender fair/multicultural lens** to all aspects of the organization

### **Position Summary:**

The Works' Chief Executive Officer is the champion of The Works' mission, vision, goals, values and "brand" and must effectively and enthusiastically inspire donors, staff, volunteers, partners and communities. The Chief Executive Officer will be a creative, resourceful and energetic leader who will provide the leadership, management and fundraising expertise required to achieve The Works' strategic and operational goals for quality and growth during a period of transformation and expansion to a major new site. He/She will be responsible for the financial stability, smooth operation and programmatic success of the organization. This individual will be an enthusiastic advocate for engineering and for elementary engineering education using and advancing The Works' hands-on, minds-on approach. The Chief Executive Officer will ensure that all marketing, operations and actions are consistent with the organization's mission, vision, goals and brand; and that The Works continues to strengthen its leadership position in the field of engineering education for kids in grades K-6.

### **General Responsibilities:**

#### Organizational Leadership:

- Manage and strengthen The Works during a period of rapid growth and transformation: tripling of our audience, growth of the staff, transition to a new site and evolution of our exhibits and programs
- Oversee all aspects of the operations of The Works, including the development and operations of programs and exhibits that are consistent with The Works' mission, vision and goals
- Ensure that appropriate staff are in place to meet long and short-term goals. Provide direction to staff and foster their professional development and growth
- Creatively and wisely manage all resources to ensure the delivery of an outstanding product plus a good place to work

#### Strategic Planning:

- Lead board and staff in strategic planning process
- Use strategic plan as guideline in decision-making

#### External Relations:

- Actively seek and build strong relationships and/or partnerships with all stakeholders with an interest in engineering education, including government, schools, corporations and other organizations
- Serve as spokesperson and advocate for the critical roles of engineering in our society and for the many benefits – to the child and to our society – of elementary engineering education and the specific work of The Works

#### Fund Development :

- Establish and attain annual and strategic fundraising goals consistent with budget and program needs
- Raise the necessary funds to meet the organization's short-term and long-term goals, including a \$5M capital campaign and an annual campaign goal of \$750,000
- Actively participate in fund development activities with major donors, foundations, corporations and government agencies

#### Fiscal Responsibility:

- Oversee the financial management operations to ensure organization's financial security
- Create and manage annual budget

#### Diversity:

- Ensure that the programs and exhibits serve diverse populations including ethnic groups, girls, and children from lower income families
- Apply gender and multicultural lenses to all aspects of The Works

#### Board Relations:

- Communicate, guide, support and inform the Board regarding all aspects of The Works so that the Board can fulfill its governance and fundraising responsibility
- Recruit and grow the capabilities of the Board

## Desired Qualifications and Experience:

- Over 10 years of executive management experience in a non-profit or for-profit organization. This experience must include managing rapid growth, overseeing operations, budgeting, fundraising, strategic planning, developing leaders and working with a board. Non-profit experience is preferred.
- Demonstrated ability to raise funds from a variety of sources: major donors, corporations, foundations, and government. Proven success with a capital campaign of over \$3 Million is a plus.
- Demonstrated success in managing and strengthening an organization during a period of rapid growth. Experience in growing an organization to over \$2 Million of annual income. Experience with facility selection and relocation a plus.
- Professional experience with hands-on museum or discovery-center attractive.
- Outstanding leader: thinks clearly, boldly and strategically, listens actively, thoughtfully and respectfully to all stakeholders and collaborates with board, staff, partners, funders, etc. to develop, articulate and implement a vision, strategy and logistics.
- Demonstrated ability to creatively develop and implement solutions to problems/challenges. Able to prioritize new initiatives and balance them with stable operations.
- An entrepreneurial approach: opportunistic, practical, hands-on when appropriate and driven by the organization's mission, vision and goals.
- Passion for the mission of the organization and strong background in engineering and elementary education and an understanding of the role, process and importance of engineering, innovation, and creativity.
- Strong understanding of financial management, with previous P/L responsibility for more than \$1 Million budgets.
- Excellent HR management skills: track record of attracting, retaining and developing excellent, diverse staff
- Experienced at building mutually beneficial partnerships
- Skilled at planning and organizing
- Strong interpersonal and communication skills; experienced spokesperson/advocate.
- Personal attributes: able to build trust, collaborative, enthusiastic, analytical, tough, high integrity, humility, candid, warm, dedicated and responsible.
- Demonstrated commitment to cultural diversity.
- Bachelor degree required; advanced degree in relevant area desirable.

## How to Apply:

To apply, send your resume to [board@theworks.org](mailto:board@theworks.org).