

**OH WOW! The Roger & Gloria Jones
Children's Center for Science & Technology**

Job Title:	Associate Director	FLSA:	Exempt
Salary Range:	\$48,000-\$65,000	Effective Date:	January 1, 2018

Position & Occupational Summary

Reporting to the President & Executive Director (ED), the Associate Director (AD) is responsible for managing the day-to-day operations necessary to ensure that OH WOW! achieves its objectives including planning, resourcing, managing and monitoring. The AD will be thoroughly committed to OH WOW!'s mission, with proven leadership, coaching, and relationship and donor management experience.

Responsibilities

- Works with the ED and other members of the leadership team to set OH WOW!'s strategic goals and translates these into specific operational objectives.
- Assists in the development and execution of OH WOW!'s annual comprehensive fundraising plan, with primary responsibilities related to maintaining and strengthening relationships with existing donors and foundations.
- Works out timelines and what resources are necessary, including employees and volunteers, to achieve stated objectives. Ensures that the resources are found and allocated appropriately.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems
- Lead, coach, develop, and retain OH WOW!'s high-performance team
- Ensures effective systems to track scaling progress, and regularly evaluates and reports on program components, so as to measure successes that can be effectively communicated to management, the board, funders, and other stakeholders
- Makes financial decisions, completes financial reports and monitors financial and program performance
- Oversee organization of special events.
- Other duties as assigned

Qualifications

Bachelor's Degree required, MBA preferred, and five or more years senior nonprofit management experience in the children's museum industry, or any combination thereof.

- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Proven track record of effectively leading and scaling a performance- and outcomes-based organization
- Proven commitment to quality programs and data-driven program evaluation
- Demonstrated ability to oversee, collaborate and coach human resources (staff and volunteers), manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Ability to interface and engage diverse groups
- Fundraising experience.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

The ideal candidate will demonstrate a clear sense of initiative, leadership, positive attitude, ability to work both independently and within a highly creative and flexible office environment. Criminal background check required.

OH WOW! is an equal opportunity employer.