

## Executive Director Job Description — October 2017

### Summary:

The Maker Education Initiative (Maker Ed) is a cutting edge organization dedicated to providing educators and institutions with the training, resources, and community of support they need to create engaging, inclusive, and motivating learning experiences through maker-centered education. We work to make it possible for every educator in America—particularly those in underserved communities—to facilitate interactive, student-driven, and open-ended learning experiences for youth. At this exciting time in its history, Maker Ed is seeking an entrepreneurial and dynamic Executive Director (ED) to lead the organization into the future.

The Executive Director reports to the Board of Directors, engages Advisory Board members, and is responsible for the organization's consistent achievement of its mission, program, outcomes, administration, and financial objectives. The Executive Director will be responsible for managing and enhancing the internal organization processes and infrastructure that will allow Maker Ed to continue to grow and fulfill its mission. This position is responsible for maintaining an effective working relationship with Tides Center (who serves as the fiscal sponsor for the project) and for overseeing fundraising and development activities. The successful candidate will help forge new relationships to build Maker Ed's visibility, impact, and financial resources.

### Responsibilities:

The responsibilities of the Executive Director will include but not be limited to:

#### Programming:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in guiding programming, organizational and financial plans with the Advisory Board and staff, and carry out plans and policies authorized by Tides board.
- Promote active and broad participation by diverse educational institutions, maker movement organizations, corporations, and STEM professionals in all areas of the organization's work.
- Maintain a working knowledge of significant developments and trends in the field. Act as an advisor on maker related projects, research, and initiatives across the nation that help meet Maker Ed's mission.
- Expand and scale a network of organizations, including federal agencies, institutions of higher education, museums, libraries, informal and formal education spaces, community/national youth serving agencies, maker spaces, and other related entities.

### Responsibilities (continued):

#### Development and Fundraising:

- Collaborate with the Director of Partnerships and Development to create and implement a comprehensive fund development strategy to include corporate, foundation, government grants, individuals, service fees, memberships, etc. Oversee the ongoing submission of grant proposals and maintain proper revenue projections over 12+ months to ensure the sustainability of the organization.
- With Director of Partnerships and Development, broaden and increase earned income revenue strategy and streams.
- With Director of Partnerships and Development and board subcommittees, direct, guide and train board members on all major fundraising initiatives. This includes tapping into board member's networks to increase Maker Ed's donor prospects, credibility, and visibility in the field.
- Identify and lead effective individual donor fundraising by cultivating high net worth individuals as volunteers and donors to the organization. The Executive Director will work in tandem with the Advisory Board to manage all major donor solicitations and follow up activities at a high level of professionalism and care.
- Cultivate national level partnerships to leverage the contributions from government agencies, corporations, and foundations.
- Be responsible for setting and achieving annual revenue goals to meet and exceed the approved budget for expenses each year.

#### Communications:

- Act as the official spokesperson for the organization and as a thought leader in maker education across conferences, events, and publications.
- Keep the Advisory Board fully informed on the condition of the organization and all important factors influencing it. Report quarterly on the revenue, expense, program, development, and administrative functions of the organization through board meetings and monthly updates.
- Collaborate with Communications Manager to publicize the activities of the organization, its programs and goals and represent the programs and point of view of the organization to agencies, organizations and the general public.
- Collaborate with Communications Manager to develop and implement a comprehensive communications plan with effective use of social media.

#### Finance/Administration:

- Work with the staff, Advisory Board's Finance Committee, and Tides to prepare budget and develop and maintain sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with Tides and the Executive Committee of the Advisory Board,

### Responsibilities (continued):

conduct official correspondence of the organization, and jointly, with Tides, and designated officers, execute legal documents.

- Direct allocations of financial and human resources to successfully carry out the organization's mission and activities within Tides Center and funding guidelines.
- Follow all Tides Center procedures associated with the obligation and expenditure of funds; develop, submit to Tides Center, and manage the annual budget and regularly review the organization's fiscal status with Tides Center staff.

#### Staff Leadership:

- Maintain a collaborative climate that attracts, keeps, and motivates a diverse staff of top quality people that exemplify the maker mindset
- Recruit, manage and provide leadership to all personnel, both staff and volunteers, and ensure that an effective team, with appropriate provision for succession, is in place.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff development and education, and assist staff in relating their specialized work to the overall goals of the organization.

### Qualifications:

The successful candidate will be an innovative, gifted, and mission-driven leader with a track record of working with multiple stakeholders around a common goal and an affinity for building relationships and fundraising. The successful candidate will be able to set priorities, manage a team in a fast-paced and quickly-changing environment and form partnerships across sectors in order to advance the mission of Maker Ed. Importantly, the ideal candidate will be passionate about the Maker Ed mission and values and be able to serve as a compelling advocate for the movement throughout the country.

#### Specific qualifications include:

- 7+ years of leadership experience in the nonprofit or education field
- Strong management skills and an ability to multi-task
- Demonstrated experience raising significant funds for a nonprofit through major gifts, corporations, foundations, and earned income
- Experience working with and reporting to a Board of Directors/Advisors and experience executing on a strategic plan
- Financial acumen and ability to oversee organizational budgets
- Exceptional written and oral communication skills and experience serving as a spokesperson for an organization
- Knowledge of communications and marketing including social media

### Qualifications (continued):

- Collaborative leadership style and a respect for the contributions of diverse stakeholders
- Ability to travel up to 30% of the time
- Bachelor's degree required, graduate degree in a technical field or education preferred.

### Compensation:

Salary is competitive and commensurate with experience.

### To Apply:

Please submit a compelling cover letter and resume to Maker Ed's Search Committee, by contacting [apply@makered.org](mailto:apply@makered.org).

Maker Education Initiative is a project of Tides Center and is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

### About the Maker Education Initiative:

The Maker Education Initiative (Maker Ed) is a project of Tides Center and has as its mission to create more opportunities for all young people to develop confidence, creativity and interest in science, technology, engineering, math, art, and learning as a whole through making. They achieve their mission by ensuring that educators have the resources and support necessary to facilitate meaningful making experiences, organizations have the capacity to engage youth in making in formal and informal educational environments, and communities are equipped to lead and advocate for youth of all backgrounds to access making opportunities.