



P.O. Box 580, Pearlington, MS 39572
www.visitinfinity.com
228.533.9025

Executive Director – Infinity Science Center

REPORTS TO: INFINITY Science Center Board of Directors

CLASSIFICATION: Permanent, Full-Time, Exempt

LOCATION: Pearlington, Mississippi

OVERVIEW:

In conjunction with the Board of Directors, the Executive Director is the leader of the organization and responsible for identifying and responding to educational and community program needs as well as financial stability and health.

This position leads a team of 43 employees.

KEY ROLES:

The Executive Director, in support of the INFINITY Science Center's mission and goals, is responsible for leadership, direction and support to the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies, as well as providing leadership and direction to staff in carrying out the position's key roles, which include:

- Maintaining and building internal and external relationships
- Providing ethics and values-driven standards commitment with clear direction and priorities
- Directing, diversifying and growing fundraising campaigns
- Leading and developing a contingency or reserve funding plan
- Leading and fostering development/cultivation efforts
- Creating energy and enthusiasm to mobilize staff and volunteers for action
- Communicating effectively with all stakeholders
- Providing strategic planning and administrative guidance
- Ensuring administration and financial affairs of the INFINITY Science Center are conducted in accordance with acceptable standards of business and regulatory agencies
- Developing, evaluating and implementing comprehensive marketing campaigns in line with INFINITY's brand identity
- Coordinating Board of Directors' activities and development
- Serving on appropriate community groups and organizations

The desired candidate exhibits passion and the ability to engage and motivate employees and groups. The desired candidate also manages relationships effectively and presents oneself in an appropriate and professional manner. The candidate must demonstrate their ability to be a creative and innovative thinker and open-minded to different opinions.

INFINITY Science Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, INFINITY Science Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

INFINITY Science Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of INFINITY Science Center's employees to perform their job duties may result in discipline up to and including discharge.



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SKILL AND KNOWLEDGE REQUIREMENTS

- Bachelor's degree from an accredited college or university; Master's degree preferred
- A minimum of five to seven years of executive/senior level experience in the leadership capacity, including recruiting, onboarding and managing staff and volunteers
- Thorough knowledge of board governance, the principles and practices of managing nonprofit organizations, resource development activities, budget planning and management of sources of funding
- Demonstrated passion for science, technology, engineering and mathematics
- Demonstrated ability to organize, direct, plan and coordinate operations to fit the needs of INFINITY Science Center
- Leadership skills including: negotiation, problem-solving, decision-making, and time management
- Demonstrated history of working with assessing risk management and safety compliance, which include facility and accessibility issues (ADA)
- Strong communication skills, both oral and written both internally and externally
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, partner agencies and other related agencies
- Broad understanding and capability to lead as well as manage budget and financial obligations
- Thorough understanding and capability to develop, lead and execute strategic planning efforts on items such as grant writing, fundraising efforts, sharing appeals, major gifts, annual giving, etc.; Knowledge in program development and execution that have measurable outcomes for INFINITY that manage donor demands and client needs.
- Knowledge of asset management including financial resources and property
- Due to the nature of this position, the successful candidate must have the ability to work outside of normal working hours, including nights and weekends.

COMPENSATION

Compensation and total benefits package will be commensurate with the successful applicant's qualifications and experience.

Relocation benefits will be considered.

APPLICATION INSTRUCTIONS

Please submit confidential cover letter and resume to jobs@visitinfinity.com on or before June 28, 2019.

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