

Executive Director
OH WOW! | A Children's Center for Science & Technology
Youngstown, Ohio

OH WOW! The Roger and Gloria Jones Children's Center for Science and Technology is a cornerstone of the Youngstown community, providing a hands-on environment which encourages independent thinking through interactive STEM-based exhibits and EDUtaining programs for the entire Mahoning Valley area.

We're looking for an experienced **Executive Director** to continue to grow our impact within the valley by leading OH WOW!'s high-performance management team and cultivating relationships with current and future financial partners. Reporting to the Board of Directors, the Executive Director will oversee the strategic and operational efficiencies of our programs and staff. This seasoned leader will also have experience in developing and implementing a successful fundraising plan. Finally, the Executive Director should possess excellent communication skills and passion for creating an OH WOW! experience for our team, our members, and our community.

OH WOW! is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another and the "Little Learners" who visit our facility and interact with our EduTainers. We do all of this with kindness, understanding, and respect for each other.

Objectives of this role

- Work closely with Board of Directors and committees to assess and address issues affecting OH WOW!
- Provide executive direction for program strategies, financial planning, educational excellence, and quality assurance
- Identify and address staffing requirements for efficient operations and future growth
- Lead, coach, and engage OH WOW's high-performance senior management team
- Effectively represent OH WOW! within the community and increase awareness throughout the Mahoning Valley of OH WOW!'s capabilities
- Build new partnerships and cultivate relationships with funders/partners including but not limited to political and community leaders.
- Develop an action plan for fundraising and managing monthly cash flow
- Comply with all national and local regulations

Work Hours/Benefits

- Salary Range: \$80,000 to \$115,000
- Comprehensive Employee Benefits Package
- M-F on-site presence with minimal opportunity for remote work based on specific circumstances
- Hours may extend beyond typical business hours

Responsibilities

- Create business plans for achieving goals and objectives set in collaboration with Board of Directors
- Lead and coach an effective team dedicated to fulfilling OH WOW!'s mission through highly successful programs, community engagement, and fundraising activities
- Meet aggressive annual fundraising goals, in partnership with Board of Directors, by securing financial support from foundations, corporations, individual donors, and government funding sources
- Work with staff and board on fundraising benefits and additional events, and oversee all external communications, including website, marketing collateral, newsletters, and social media
- Develop strategic partnerships to further increase community awareness of OH WOW! and it's mission and participate in external events to increase visibility, credibility, and market brand to expand the reach of OH WOW!'s programs
- Manage staff members and clients whose experiences, cultures, and languages reflect the community served by OH WOW!

Required skills and qualifications

- Five or more years of experience in senior management, preferably with nonprofit organizations
- Strong experience in public relations, marketing, and fundraising
- Knowledge of leadership and management principles for nonprofit organizations
- Strong understanding of strategic business plans and growth models
- Proven success working with a Board of Directors
- Entrepreneurial mindset, with innovative approach to business planning
- Dynamic and charismatic team player who enjoys mentoring a diverse staff of talented individuals

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in business, human resources, or finance
- Experience in managing budgets
- Exceptional verbal, written, and visual communication skills
- Demonstrate a clear sense of initiative, leadership, positive attitude, ability to work independently, and within a highly creative and flexible office environment.
- Must have the ability to pass a criminal background check

If you believe that working in an exciting environment that drives the next generation of “Little Learners”, piquing their interest in scientific discovery, please send your letter of interest and cover letter to board@ohwowkids.org.