The Don Harrington Discovery Center in Amarillo, Texas is seeking an Executive Director, who will report to the governing board of trustees of the Center. A private, non-profit 501(c)(3) organization, the Don Harrington Discovery Center is a dynamic science and technology center and museum mainly serving the Texas and Oklahoma Panhandle, eastern New Mexico, southeastern Colorado, and southwestern Kansas, a large region with the nearly 400,000 residents as well as tourists from across the U.S. In addition, distance learning programs extend the reach of the Center nationally and internationally. The Discovery Center is funded by earned revenue, community partners, foundations, and endowment funds. Funding and attendance are stable with great opportunity for enhancement. The Center averages 125,000 visitors each year. With more than 25,000 square feet of hands-on exhibit space, a domed Space Theater, diverse educational programming, and funds raised to renovate and develop new exhibits, the Discovery Center is a place where science comes to life and _discovery is fun_! The Discovery Center will also have a newly constructed outdoor park in May 2020!

Candidates for the position of Executive Director should have a minimum of a master’s degree in a scientific disciple, science education, education, business administration, or similar field with preference for a higher degree. They must also demonstrate a passion for science, science education, excellence, and informal learning.

They must exhibit the vision for an outstanding science museum and have a successful, progressive track record of creative leadership and the ability to inspire shared vision, teamwork, and professional growth in staff. They must possess the leadership ability to inspire confidence and trust in the members of the Board of Trustees, professional and volunteer staff, community leaders, and the general public.

Candidates must demonstrate a clear understanding of science museums, their mission and role in communities, and the importance of flexibility to meet changing community needs.

They must have non-profit management experience, preferably in a museum, and with preference for successful management of education programs, personnel, marketing, and development programs.

Candidates must demonstrate strong fiscal skills, including application of sound accounting and reporting principles, the budgetary process, and successful experience in developing earned revenue and contributed income.

Candidates must demonstrate the leadership and vision required to maintain current funding sources and increase financial support for the Center.

Candidates must demonstrate the ability to develop effective long-term collaboration among constituents, the public, museum colleagues, and businesses.

They will play a critical and visible role within the increasingly collaborative philanthropic, not-for-profit, and corporate community, serving as a spokesperson for the museum.
Responsibilities of the Executive Director

Leadership:
- Supports and articulates the mission, core values and strategic plan of the Center with all stakeholders.
- Develops and implements short and long-term goals and objectives in conjunction with staff and committees of the Board of Trustees.
- Demonstrates commitment to volunteerism, multiculturalism and diversity.
- Models honesty and integrity.

Exhibitions:
- Oversees the development and implementation of the Center’s exhibition plan.
- Maintains a strong, changing exhibit program with emphasis on relevance and flexibility in both the traveling and permanent exhibits.

Education and Programming:
- Oversees the development of a broad array of public programs that serve community needs and increase the relevance of the Center in the educational community within the Center’s mission statement.
- Engages in collaborative programming and relationships.

Fundraising:
- Oversees fundraising planning and implementation.
- Engages the Board of Trustees and staff in fundraising activities for the benefit of Center operations, exhibits, educational programs and special events.
- Identifies and cultivates potential funding sources, donors and sponsorship opportunities locally, regionally and nationally.
- Oversees development and presentation of proposals and grants to individuals, foundations, businesses and corporations.

Marketing and Public Relations:
- Inspires confidence and trust in the community.
- Oversees development and implementation of a marketing and public relations plan.
- Oversees cultivation of strong and collaborative relationships with community groups and organizations.
- Oversees development and implementation of a volunteer program of support and service.

Administration:
- Serves as chief administrator of the Center.
- Maintains sound financial practices.
- Effectively manages the Center’s staff according to applicable laws, policies and regulations.
- Oversees day-to-day operations of the Center.
- Serves as the official liaison between Trustees and the staff.
- Reviews and evaluates all operations on the basis of their contribution to the educational mission of the organization.
- Plans and implements a program of facility maintenance and improvement.

Required Qualifications, Executive Director
Education and Experience:
- Master’s Degree minimum, from an accredited institution.
- Museum management experience with preference for successful management of education programs, personnel, and development programs. Science museum experience preferred.
- Sound fiscal background with experience in financial accounting and reporting.
- Expertise in developing earned revenue.
- Documented experience in organizational development and fundraising.

Personal Characteristics:
- The Executive Director will be an effective and creative manager, leader, and mentor to the staff, committed to open communication with the Board, staff, members, visitors, and organizational partners.
- The Executive Director will have exceptionally strong communication, interpersonal, and relationship building skills and will be effective in a highly visible role as primary spokesperson for The Discovery Center in dealings with government agencies, foundations, corporations, scientists, educators, and general public.
- The Executive Director will appropriately delegate responsibility and authority and demonstrate openness to diverse points of view combined with the commitment to reach consensus and set clear direction.

Compensation
Salary is commensurate with experience. Moving allowance is available. The Discovery Center offers employees a benefits package including sick leave, PTO, medical and dental insurance.

Application and Selection Process
Application package should include a full resume or C.V. and a cover letter explaining the candidate’s interest in the position, his or her qualifications, and response to the position’s expectations. Applicants should provide a list of at least three professional references. Please send application package to jobs@dhdc.org with “Executive Director” in the subject line.

Applications due by June 30, 2020. Confidentiality of applicants will be maintained until interviews in Amarillo are confirmed with respective candidates.

Executive Director Search Committee
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