



Position Announcement

EXECUTIVE DIRECTOR, STARBASE Minnesota, Inc.

About STARBASE Minnesota

STARBASE Minnesota inspires young people to embrace STEM learning and achieve success in science, technology, engineering, and math. STARBASE's classrooms, located on the 133rd Airlift Wing in the Twin Cities and the 148th Fighter Wing in Duluth, provide state-of-the-art facilities and technology-rich environments for fifth graders from area schools to spend five days immersed in STEM. STARBASE Minnesota also offers four-day summer programs at its facilities. In addition to the onsite programs, STARBASE Minnesota provides "Destination Mars" STEM kits -- curriculum, materials, and a website -- to fifth grade classrooms around Minnesota. Students who go through the STARBASE experience show significant increases in test scores, and their teachers, who participate in the program, report gaining new insights on how to help their students achieve at a higher level. All curriculum is aligned to national and state standards and all instructors are licensed teachers.

STARBASE Minnesota is a nonprofit affiliated with the national STARBASE program that is significantly funded by the US Department of Defense. The organization partners with STEM corporations to connect students' classroom learning to future careers in STEM. Since 1993, STARBASE Minnesota has served more than 88,000 young people at its two locations and an additional 35,000 students annually through curriculum used in 450 schools around the state.

A Career Opportunity for a Collaborative, Results-Oriented Leader

This position is perfect for the person who wants to:

- Find fulfillment leading an organization that transforms young people's lives.
- Continuously innovate and bring cutting edge technology to a highly successful educational program known for its ability to inspire students to pursue STEM careers.
- Foster collaborative partnerships with schools, corporations, government, community organizations, and the military.
- Be part of an organization whose culture is entrepreneurial and proactive.
- Empower a staff team to be creative and innovative in the classroom each day.

The Executive Director's Responsibilities

The Executive Director reports to a Board of Directors and provides leadership and overall oversight to the approximately 10 employees who work at each site, in the Twin Cities and Duluth. Of them, three currently report directly to the Executive Director. The Executive Director has overall strategic and operational responsibility for STARBASE Minnesota's execution of mission, impact and effectiveness, organizational culture, and financial health. Primary responsibilities include the following:

Oversight of Programs

- Oversight of STARBASE programs, curriculum, technologies, and related program components.
- Identification of opportunities to expand the impact of the organization and its mission.

Operations, Administration, and Finances

- With the Board, assuming accountability for STARBASE's financial health.
- Accountability for benchmarking, evaluation, and continuous improvement of programs, services, and operations.
- Oversight of financial operations, processes, and fiscal integrity.
- Development, monitoring, and reporting on the organization's overall budget.
- Ensuring compliance with state and federal regulations and with funders' requirements.
- Recruitment and retention of a strong team.
- Development, definition, and monitoring of staff roles and responsibilities.
- Support, guidance, and evaluation of staff.
- Oversight and management of contracted services.

External Affairs

- Leadership in the development and stewardship of contributed revenue from federal and state government programs, as well as corporate sources.
- Development and nurturing of connections and partnerships with corporations, community organizations, elected and appointed government officials, legislative personnel, and the Minnesota National Guard for mutual benefit.
- Recruitment of schools for participation in STARBASE programs; and work with partners to enlist participants in the summer program.
- Oversight of PR, marketing, and outreach. Serving as the main spokesperson for and public face of STARBASE Minnesota.

Desired Education and Experience

The Executive Director will have an unwavering commitment to STARBASE Minnesota's mission of educating and inspiring Minnesota youth in science, technology, engineering, and math, benefiting thousands of Minnesota youth each year. The ideal candidate for the job will possess the following qualifications:

- Bachelor's Degree required; Master's Degree preferred.
- Educational and/or non-profit leadership experience, ability to innovate and keep the program relevant.
- Strong written and verbal communication skills.
- Documented ability to partner with a variety of agencies and stakeholder groups.
- Strong project management skills.
- Demonstrated ability to mentor and develop instructor teams.
- Supervisory experience.
- Experience developing, managing, and monitoring budgets.
- Prior experience effectively leading a performance and outcomes-based organization and staff.
- A demonstrable successful track record of fundraising and development, with nonprofit experience preferred.
- Demonstrated strong marketing and public relations experience, with the ability to engage a wide range of stakeholders and cultures
- Past success working with a Board of Directors, with the ability to foster board member relationships, is preferred.

Note: The Executive Director works non-traditional hours. Some overnight travel is required.

Knowledge, Skills, and Attributes

The following qualities will help the Executive Director of STARBASE Minnesota to be a successful leader:

- Entrepreneurship.
- Passion for excellence and continuous improvement.
- Creativity, the ability to think outside of the box.
- Ability to handle communications and interactions with multiple stakeholders, including the military, effectively and in a timely fashion.
- Ability to respond appropriately in sensitive situations.
- A desire to empower staff. A collaborative workstyle.
- Comfort leading and navigating in a complex environment.
- A "growth mentality."
- Knowledge about the education system and how it works

Compensation, Salary, and Benefits

The salary range for this position is \$120,000 to \$140,000 plus a performance bonus. The salary is commensurate with qualifications and experience. There is a generous benefits package including paid time off, medical and dental benefits, and a 403b retirement plan with employer contribution.

TO APPLY

To apply, interested candidates should send BOTH a letter of introduction and a resume to <https://app.smartsheet.com/b/form/5923a57b2e394176b60941fc3a652179>

Applicants are encouraged to apply by April 5, 2024.

For more information about STARBASE Minnesota visit the website, www.starbasemn.org