

Vice President of Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performing the following will involve driving to various locations outside OMSI's corporate headquarters:

- Provide strategic business direction for educational activities to achieve goals for mission, impact, and net revenue
- Facilitate the formation and effectiveness of project teams, involving internal and external stakeholders, with clearly defined goals, outcomes, and accountabilities
- Integrate the work of the program areas responsible for educational activities and guest experience, in collaboration with Exhibits and Marketing, to advance strategic goals and brand
- Guide the development and management of cross-functional business plans and budgets to meet strategic objectives
- Manage performance of educational activities using assessment metrics to meet goals for educational impact, environmental impact, and financial strength
- Maintain high standards of program quality, customer service and satisfaction
- Develop strategic partnerships and collaborations with community stakeholders
- Advocate for OMSI's educational mission in the formal and informal education, scientific, and business communities at the local, state and national level
- Develop proposals and presentations that support fundraising efforts
- This position is non-exempt **exempt, paid** hourly **salaried**
- This position is **regular full-time** regular part-time special project, working 40 hours/week.

Working Conditions

- Physical Demands: 60% Sitting 40% Standing 0% Lifting/Carrying/Pushing/Pulling 0 Pounds
- Work environment includes indoor and outdoor weather conditions.
- Noise level is moderate (examples: business office with computers and printers, light traffic).

KNOWLEDGE/SKILLS/ABILITIES:

BASIC REQUIREMENTS:

- Excellent organizational, analytical and problem solving skills.
- Ability to exercise initiative and good judgment in anticipating problems before they arise.
- Excellent attention to detail with a high degree of accuracy.
- Demonstrated people management skills, including coaching staff for success.
- Demonstrated skills to effectively manage and track multiple projects simultaneously, prioritize, work well under pressure with a high degree of accuracy, and meet stringent and overlapping deadlines, including complex projects in a highly integrated environment.
- Demonstrated skills in leadership and ability to establish clear goals and accountabilities, with varied skills and responsibilities meeting individual, departmental and organizational deadlines.
- Demonstrated abilities in strategic planning, including organizational development and systems thinking within an organization.
- Team oriented leadership, management and training skills, with people of diverse talents and backgrounds
- Demonstrated knowledge of educational best practices and assessment in informal learning environments; including visitor attractions.
- Demonstrated success in developing innovative and sustained partnerships.
- Strong presentation skills and excellent interpersonal, written and verbal communication and customer service skills to work effectively with people of diverse talents and backgrounds, including writing and public speaking.
- Understanding of confidentiality and protocol.

PREFERENCES:

- Nonprofit experience.
- Museum experience.
- Experience in Financial Edge, or other database program.

EDUCATION AND WORK EXPERIENCE:

BASIC REQUIREMENTS:

- Bachelor's Degree or equivalent combination of experience and education.
- Minimum 8 years of progressive program management, including staff supervision, multiple project management, and budget responsibility.
- Minimum 5 years of leadership experience in strategic business management at an executive level preferably in a non-profit, learning organization
- Minimum 8 years experience in delivering engaging educational experiences, preferably in a visitor attraction or related informal learning environment

PREFERENCES:

- Bilingual - Spanish/English.
- Experience working with volunteers.
- Ph.D preferred.

ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:

BASIC REQUIREMENTS:

- Valid driver's license.
- Pre-employment checks such as a criminal background check and reference checks.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.
- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet **ALL** the basic requirements listed on our job postings.

Position open until filled.