

Alberta Science Network: An Alberta Society

Executive Director - Position Description

The Organization:

Alberta Science Network is a not-for-profit charity and provides Alberta Education Science Curriculum linked outreach to teachers and their students. Practicing scientists and engineers volunteer their time to go into classrooms to deliver hands on presentations and demonstrations. Teacher Professional Learning workshops provide simple and practical ideas for teaching what can be difficult to understand scientific concepts. We focus on the elementary grades since that is where teacher needs are the greatest.

The Role:

The Executive Director is responsible for program development, financial oversight and advancing the mission of the Society through strategic planning. The role requires a multifaceted skill set, blending a passion for science and community engagement with traditional executive duties.

Position Details:

Time commitment: 0.5 FTE position with a workload schedule that mirrors the school year
Location: Your home office with occasional local and Alberta wide travel
Wage: Negotiable based on education and experience
Other: The position requires a Police Security Check (vulnerable sector)

General Responsibilities:

- **Mission leadership:** Work with the Board of Directors to set the long-term vision and strategic plan, ensuring all operations and programs align with the organization's mission.
- **Fundraising and financial management:** Lead all fundraising efforts through grant writing, major gift solicitation and donor cultivation. The ED is also responsible for the organization's financial health including budget planning and reporting.
- **Organizational operations:** Supervise the day-to-day operations through Program Directors and Coordinators. Manage incoming teacher requests and assign volunteers to complete them.
- **Board relations:** Act as the primary liaison to the Board of Directors, keeping the board informed on organizational performance, financial status and strategic progress.
- **Spokesperson and public relations:** Serve as the organization's public face, representing it to the media, donors, community members and partners. This involves increasing the organization's visibility and credibility through multiple channels including social media.
- **Volunteer management:** Recruit, train and guide volunteers to develop presentations to meet the curriculum needs of teachers.
- **Program Delivery:** Develop content and deliver presentations to teachers and students.

Science Education specific responsibilities:

- **Program leadership:** Drive the development and implementation of high-quality science education programs. This can involve workshops, school outreach and community events.
- **Content expertise:** Ensure that all educational materials and programming are scientifically accurate, engaging, age appropriate and precisely linked to the curriculum.
- **Strategic partnerships:** Cultivate relationships with other science-based organizations, academic institutions, and government agencies to collaborate on initiatives and expand program reach.
- **Curriculum development:** Work with program managers and educators to plan, evaluate, and refine educational curricula that align with the organization's mission.
- **Innovation:** Stay current on trends in science education, emerging technologies, and pedagogical best practices to keep programs relevant and impactful.

Required skills and qualifications:

- **Leadership experience:** Proven track record in a leadership role, preferably within a nonprofit setting, with the ability to inspire and manage staff and volunteers. Work Independently with broad Board of Directors direction.
- **Communication skills:** Excellent written and verbal communication, including public speaking and the ability to articulate the organization's vision to diverse audiences. Social media and networking skills to recruit volunteers and build partnerships and relationships.
- **Fundraising ability:** Demonstrated success in fundraising, including grant writing, donor relations, and securing financial support from various sources.
- **Strategic thinking:** A "big picture" thinker who can set and implement long-term strategic plans and find creative solutions to challenges.
- **Financial acumen:** Strong understanding of nonprofit financial management, including budgeting, financial reporting, and fiscal responsibility.
- **Science and education passion:** A genuine passion for science, education, and the organization's specific mission.
- **Educational background:** A bachelor's degree in a science-related field.

Closing Date: Open until a suitable candidate is hired.

Submit resume and covering letter to: Lucio Gelmini, Board Chair, GelminiL@MacEwan.ca

Only those selected for an interview will be contacted

For more information about the Alberta Science Network visit www.albertasciencenetwork.ca