



## Kids Discovery Station Executive Director Position (Full Time)

### **Position Overview:**

The Executive Director (ED) is the chief staff position at Kids Discovery Station (KiDS) reporting to the Board of Directors (Board). The ED provides leadership and vision for all aspects of the museum and is a catalyst to provide innovative, educationally sound, and age-appropriate programming and exhibits that exemplify the power of play and discovery. The ED administers and oversees all functions of the institution within the policies determined by the Board, and engages the Board in effective short and long-term planning. The ED builds and cultivates partnerships which benefit the children of Merced County and the adults who care for them. The ED hires, trains, and supervises the museum staff. The ED strongly values stewardship of resources and continually works to secure the necessary financial support to ensure the immediate and long-term viability of Kids Discovery Station.

### **Experience and Qualifications and Skills:**

- Bachelor's degree in a relevant field or equivalent experience. Master's degree is a plus.
- A minimum of three years administrative and/or management experience is preferred.
- Excellent communication, interpersonal and customer service skills.
- A management style that attracts, develops, and retains high performing staff members.
- A dedication to continuous improvement and lifetime learning.
- Creative, passionate, and innovative thinker, with the mindset of a servant leader.
- Effective fundraiser and capable marketing executive

### **Key Responsibilities:**

- Vision and strategic planning
- Operational, fiscal, and legal management
- Program and exhibit development
- Personnel management
- Fundraising and grant writing
- Advocacy and partnership building
- Board relations

### **Compensation and Benefits:**

- Salary range: \$65,000 - \$80,000
- Annual healthcare stipend: \$4,000
- 15 vacation days per year plus Thanksgiving, Christmas Eve and Day, and New Year's holidays
- Flexible 40-hour workweek with a possibility of occasional evening and weekend hours

**To Apply** email a resume, a cover letter and names/contact information of three recommenders to [admin@kidsdiscoverystation.org](mailto:admin@kidsdiscoverystation.org).

### **Background:**

Kids Discovery Station is a 501(c)(3) non-profit organization, which opened the first and only children's museum in Merced, California, in September 2021. Kids Discovery Station offers interactive exhibits and educational programs designed to spur curiosity and imagination, to promote the love of learning and to inspire children and their families to explore our world in all its diversity. Merced city and county are rapidly growing developing communities which are home of the newest University of California campus. With new investments continuously coming to our area, Merced's appeal as an attractive place to live and work is growing, offering affordable by California standards housing opportunities.