



**Elementary Institute of Science  
EXECUTIVE DIRECTOR  
JOB ANNOUNCEMENT**

**ABOUT THE ELEMENTARY INSTITUTE OF SCIENCE**

The Elementary Institute of Science (EIS) was founded in 1964 by elementary school teacher, Tom Watts, and other community leaders, that were determined to provide hands-on science enrichment to students throughout San Diego's southeastern community. Their goal was to increase science proficiency, imbue a love of science, and inspire students to pursue higher education and science-related careers.

Today, more than 2,000 elementary and high school students participate annually in EIS's hands-on educational programs – programs that foster critical thinking, expand technical skills, and encourage the pursuit of STEM careers. Core learning experiences are offered in partnership with and as part of the curriculum of eleven local elementary schools. EIS also offers after-school and weekend programs, full-day summer programs, camps during school-breaks, and a newly launched internship program at technology companies that is designed for high school students. Most of the learning takes place in EIS' beautiful 15,000 square foot state-of-the-art building which is home to eight labs (including two computer labs and a wet darkroom), a conference facility, and 100-seat auditorium.

EIS operates with an annual budget of approximately \$1.9M, a staff of 12 full-time employees, 10 contracted instructors and a dedicated 16-member board of directors who believe equitable access to high-quality hands-on STEM learning experiences is one of today's most critical social-justice issues. Find out more about us at [www.eisca.org](http://www.eisca.org)

**OVERVIEW OF THE JOB:**

The Executive Director leads a community-based nonprofit organization providing innovative STEM enrichment programs to more than 2,000 elementary and high school students. Overseeing, its state-of-the-art facility located in southeast San Diego, the Executive Director leads an organization that is a source of pride and inspiration for students who are encouraged to see themselves as capable STEM learners. An ambassador in and beyond the immediate community and an advocate for equity and inclusion in STEM, the Executive Director champions the work of EIS and builds its impact by engaging local schools, universities, civic organizations, and technology companies in strategic partnerships; inspires staff to serve students with excellence, caring and sensitivity; motivates donors of all types to give generously; and fosters collaborative efforts between board and staff that engender efficiency, trust and respect among all parties. This person is a systems leader who understands how to advance the work strategically and collaboratively.

Among this executive's many duties, the Executive Director is responsible for:

**Strategic and Collaborative Leadership**

- Developing strategic partnerships with school leaders, allied organizations, technology companies and other champions of STEM to build the network of individuals and organizations who advance the work of EIS, make use of its resources, and enable it to contribute to the advancement of STEM education in and around San Diego

- Teaming with board and staff on developing strategic and operating plans that are based on stakeholder feedback, creativity, financial analysis, and risk assessment
- Supporting and working collaboratively with the staff to advance the mission and goals of EIS

### **Fundraising, Friend-raising, Community Outreach and Public Relations**

- Attracting, engaging and securing commitments from donors of all types in the work of EIS
- Actively engaging with community members, schools and organizations throughout Southeast San Diego to explore opportunities for strengthening connections between the community and EIS
- Raising the visibility of EIS and its brand to current and future stakeholders throughout the San Diego region
- Championing the work of EIS to school officials, public agencies, private funders and corporations
- Promoting EIS through public events, public speaking and social media
- Establishing a culture of fundraising and community collaboration throughout the organization

### **Management**

- Overseeing all financial and operational activities
- Building a cohesive team of staff and board that engage the ideas of people with diverse skill-sets and backgrounds at all levels
- Operating with transparency and accountability at the board and staff level
- Working closely with the Board of Directors to ensure EIS fiduciary and compliance responsibilities are fulfilled in a transparent and responsible manner

### **Other duties as required**

### **QUALIFICATIONS**

- High-level management experience in all aspects of operating a mission-driven organization (including financial management), ideally within a community-based nonprofit organization,
- Experience working with people from various cultural communities and diverse socio-economic backgrounds
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Keen analytic, organization and problem-solving skills which support and enable sound decision making
- Prior experience supervising, coaching, and mentoring a staff team
- Experience raising funds from individuals, corporations, foundations, and government sources
- A commitment to lead by example, passion for creating change, and dedication to the mission

***The ideal candidate has experience in nonprofit management, the field of education, and a background in STEM***

**Salary range:** \$132,000 - \$155,000. Benefits provided.

**Posting Expiration Date:** October 13<sup>th</sup>, 5:00 pm PDT.

**How to Apply:** Please submit a resume and cover letter via email to: [Search@patlibby.com](mailto:Search@patlibby.com) (enter EIS in the subject line)

**APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE ACCEPTED.**

*EIS is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and staff.*