

POSITION DESCRIPTION

<u>POSITION TITLE</u>	Director of Impact and Inclusion Initiatives
<u>REPORTING TO</u>	President and CEO
<u>ORGANIZATION</u>	Association of Science-Technology Centers www.astc.org
<u>LOCATION</u>	Washington, DC
<u>POSITION TYPE</u>	Full time, 40 hours per week, exempt
<u>SALARY</u>	\$85,000-\$110,000

The Association of Science-Technology Centers (ASTC) is a professional membership organization that supports the future success of science centers, science museums, and related institutions dedicated to public engagement with science. ASTC encourages excellence and innovation in science learning by serving, linking, and advancing the common goals of its members in North America and across the globe. Through strategic alliances and partnerships, ASTC supports its members in addressing global challenges locally through community engagement with science and technology. ASTC works with its members in advancing equity, inclusion, and accessibility with the diverse communities and among everyone who visits and works in science centers and science museums.

Founded in 1973, ASTC now supports nearly 700 members, including nearly 500 science centers, science museums, and related institutions, such as nature centers, aquariums, planetariums, zoos, botanical gardens, and natural history and children's museums. ASTC members also include companies and nonprofit organizations that support science learning. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement a new strategic direction for the association to better support its members. ASTC is building capacity across the organization towards its future efforts to:

- Make the case for the work of science centers and museums
- Identify future trends and frontiers that have broad impact on society and equity, and help ASTC members prepare, respond, and lead
- Connect ASTC members—including current and future leaders—for idea exchange, learning, and collaboration

To support ASTC in the context of this new strategic direction, ASTC is seeking a leader with extensive experience in building science and technology engagement programs, initiatives, and partnerships that advance equity, inclusion, and community priorities to serve as its Director of Impact and Inclusion Initiatives, a new role on the leadership team of the organization reporting to ASTC's President and CEO.

SCOPE AND RESPONSIBILITIES

Working closely with ASTC's President and CEO, the Director of Impact and Inclusion Initiatives will be responsible for developing and leading partnerships, pilots, programs, and initiatives at the forefront of ASTC's work to support its members in thriving in evolving market contexts, navigating future trends, delivering against their missions to serve their communities, and being welcoming, inclusive, and culturally competent organizations.

The Director of Impact and Inclusion Initiatives will be responsible for leading ASTC's work across three priority areas, including: (1) developing and leading partnerships and initiatives at the intersection of global trends, emerging technology, and equity; (2) identifying and supporting scaling of promising approaches at ASTC member institutions related to equity, inclusion, and supporting community priorities; and (3) facilitating leadership development across the science-museum workforce and increasing organizational capacity among ASTC members to respond to changing community contexts.

Develop and Lead Partnerships and Initiatives at the Intersection of Global Trends, Emerging Technology, and Equity (25%)

The Director of Impact and Inclusion Initiatives will support ASTC members in engaging and collaborating locally, nationally, and internationally on a limited number of high-priority, complex global trends and emerging technology areas that have broad impact on society and equity. This work will be focused on developing and leading ASTC's flagship partnerships and initiatives, as well as various pilots and programs, on a limited number of topics—such as, potentially, artificial intelligence and the future of work; climate change and biodiversity; and biotechnology and the future of health. Specifically, the Director and their team will:

- Work with the President and CEO, ASTC's Board of Directors, and its Global Committee to define a framework for prioritizing global-trend and emerging-technology focus areas and related national and international partnerships
- Develop and maintain productive, mutually beneficial partnerships related to those focus areas
- Collaboratively design and implement initiatives, pilots, and programs with other ASTC staff, partners, and ASTC members at the intersection of where ASTC members are doing promising work, where there is significant opportunity for ASTC to add value to their work, and where there is a feasible implementation path for new partnership to yield positive impact
- Identify and secure funding sources for this work with the President and CEO, and manage relationships with and reporting to program funders
- Support the President and CEO in developing and implementing collaborations across regional science-center networks globally, such as by supporting ASTC's role in International Science Center and Science Museum Day and the Science Centre World Summit
- Maintain broad awareness of global trends, emerging technologies, and their impacts on society and equity—and the current and potential future role of informal science learning, science communication, and public engagement in science in that evolving context
- Lead the pilot of an ASTC Frontier Ambassador fellows program, creating a small group of non-resident fellowship appointments to support research, writing, and ASTC members' engagement on these critical topics

Identify and Support Scaling of Promising Approaches at ASTC Member Institutions Related to Equity, Inclusion, and Supporting Community Priorities (25%)

The Director of Impact and Inclusion Initiatives will lift up and support the scaling of effective approaches used by ASTC members to engage communities, families, and individuals inclusively and equitably in science, technology, and future trends—especially those approaches that advance the participation, inclusion, and future success of underrepresented and underserved communities.

Specifically, the Director and their team will:

- With the Member Engagement and Services team, monitor and document effective approaches being used by ASTC members to address the needs of their communities and to welcome and include diverse public audiences in science, technology, engineering, and mathematics (STEM)
- Collaborate with ASTC's Member Engagement and Services team to raise awareness of effective approaches and models within the ASTC community, seeking opportunities to facilitate rigorous evaluation practices and collaboration among ASTC members for scale
- Collaborate with ASTC's Communications and Advocacy team to raise awareness of these approaches among policymakers, funders, and other stakeholders
- Lead ASTC's nascent Community Science Initiative to analyze and support the wide range of community-science programs at science centers/museums and related organizations, ranging from dialogues on how science intersects with societal issues, to exhibits co-created with community members, to citizen-science projects
- Lead ASTC's Gender Equity in STEM initiative, a set of new and developing programs designed to support ASTC members in advancing equity in gender representation in science-museum exhibits, programs, and content, and in ensuring girls have access to ensure girls have access to compelling, relevant, and effective STEM learning opportunities.
- Provide leadership supervision for a sponsored program to support ASTC members in connecting youth from backgrounds historically underrepresented in STEM and from underserved communities to STEM careers
- Identify and secure funding sources for this work with the President and CEO where needed, and manage relationships with and reporting to program funders
- Maintain broad awareness of effective practices and models for diversity, accessibility, inclusion, and equity in science and technology, in science communication and engagement, and in cultural organizations such as museums
- Liaise with the Equity and Diversity Committee of the ASTC Board of Directors to identify additional needs and opportunities to advance diversity, accessibility, inclusion, and equity within the science center/museum community

Facilitate Leadership Development and Increased Organizational Capacity Among ASTC Members (25%)

The Director of Impact and Inclusion Initiatives will develop and leverage a coordinated portfolio of leadership and organizational development opportunities—sourced from partner organizations and ASTC members—that considers the needs of widely varied ASTC member organizations, as well as the needs of the diverse individuals who work at these organizations. Specifically, the Director and their team will:

- Work with the Member Engagement and Services team to build these professional- and organizational-opportunities into online and in-person forums for ASTC members, including the ASTC Annual Conference and Communities of Practice

- Lead ASTC’s efforts to source and disseminate research and data on global, market, and fieldwide trends that impact the business, relevancy, and audiences of science centers and museums now and in the future, including but not limited to visitor studies, market research, and revenue models
- Support data-sharing efforts among members, as well as efforts among members and the broader research and evaluation communities to identify shared impact measures, increase evaluation capacity, and document “what works”
- Provide leadership supervision for ASTC’s role in a partnership to advance a professional framework for informal science learning professionals
- Provide leadership supervision for ASTC’s role in the partner-led Cultural Competence Learning Institute
- Coordinate ASTC’s long-running Diversity and Leadership Development Fellows Program

Manage Impact and Inclusion Team (15%)

The Director of Impact and Inclusion Initiatives will manage a small team of program staff. Specifically, the Director will:

- Supervise, motivate, evaluate, and enrich the skills of Impact and Inclusion team members, in part by: delegating responsibility and authority; inspiring staff as individuals and as a team; and identifying relevant professional growth and development opportunities
- Work with team to build and maintain relationships with the full and varied range of ASTC members, ensuring relevancy and reach of field-building programs and initiatives
- Manage department and project budgets associated with the work of the Impact and Inclusion team, including by participating in annual operations planning and budgeting process and engaging in a monthly review of financial position and performance against revenue and expense targets
- Drawing on broad cross-sector awareness, infuse ASTC’s internal, organization-wide diversity, accessibility, inclusion, and equity efforts with evidence-based approaches and models

Responsibilities Shared by All ASTC Leadership Team Members (10%)

As a member of ASTC’s leadership team, the Director will:

- Advance ASTC’s new strategic direction by working as part of ASTC’s leadership team to implement and refine a realistic and forward-thinking plan for implementing that vision, and working with ASTC staff to help make that vision a reality
- Contribute to the development and use of efficient processes, effective management practices, and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC’s Annual Conference
- Attend professional meetings and conferences as assigned to promote ASTC collaborations, programs, and activities
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for the Director of Impact and Inclusion Initiatives will be an experienced senior program manager with a clear record of achievement in mission-driven organizations developing and implementing inclusive initiatives at the intersection of science, technology, public engagement, and equity. Beneficial to the role will be one more more of the following attributes: (1) professional experiences and an established network across the science engagement community, (2) a robust awareness of emerging trends in science and technology, (3) experience in developing cultural competence, empathy, and user-centered design in teams and organizations, and (4) track record of managing effective, high-performing teams. Given the breadth of this role, ASTC seeks candidates from diverse backgrounds, acknowledges that candidates may not have demonstrated professional experience in all of the areas described above and below, and will support the Director in thriving in the role by providing professional development or additional staff support where needed. They will be driven by ASTC's mission, team culture, and strategic direction, and they will be inspired by the work ASTC members do in their communities every day.

Desired experience includes:

- Experience in developing cultural competence and inclusive, empathetic, accessible, and user-centered design skills in others using evidence-based approaches (professional training and certification in these topics will benefit candidates for the role), and/or experience deploying your own cultural competence and user-centered design skills to co-design programs or services
- Some combination of some or all of the following:
 - Experience with, awareness of, and network in the informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science communities
 - Demonstrated leadership in considering and addressing issues associated with how emerging technologies and scientific progress intersect with equity and access to opportunity among historically underserved and underrepresented groups
 - Knowledge of effective and current professional- and organizational-development practices
 - Experience with museums and museum practice, and awareness of issues facing science centers/museums
- Skill in developing effective cross-sector alliances, and versed in the factors that frequently determine success or failure of such partnerships and collaborations
- Track record of executing against commitments made to grantors, donors, and sponsors to yield excellent results, positive outcomes, and a high level of satisfaction among funding partners
- Executive-level capacity for financial planning, P&L management and oversight, delivery of programs within budget realities, and effective project and change management. Related to these operational skills, these specific professional experiences will benefit candidates for the role:
 - Experience with Federal proposal processes and Federal grant, contract, and cooperative agreement management
 - Experience working with or on a governing board
 - Experience working within a membership association, professional society, or similar organization
- Social sciences PhD/graduate-level education preferred, but not required

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams
- Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- A robust “roll up one’s sleeves” work ethic, and effective time management and organizational skills, including the ability to manage multiple projects
- A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
- Commitment to continual learning and professional development
- Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
- Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

The Association of Science-Technology Centers (ASTC) values and celebrates the rich diversity that makes up the teams and organizations we serve and the broader communities we engage around the world. At the root of science, technology, and innovation are fundamental values that ASTC embraces: a commitment to seek out and engage a diversity of ideas, perspectives, backgrounds, disciplines, knowledge systems, and approaches; and an evolving practice of accepting, valuing, and celebrating contributions, discoveries, and novel solutions regardless of their source. We commit to bring these values to bear across our work, and we seek teammates, board and committee members, and partners who hold diversity, accessibility, inclusion, and equity as foundational and essential values. If all people are welcomed, respected, and included in our work, if everyone has access to opportunity to pursue their aspirations, and if all people can participate fully and actively in creating and building the future, our association, our members, and our global society will be more equitable, prosperous, just, and resilient.

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender identity, gender expression, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any applicable legally protected characteristics.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by 5 PM EDT, July 1, 2019. Applications will be reviewed on a rolling basis. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps.

If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at info@astc.org.