POSITION DESCRIPTION

POSITION TITLE  Manager of Impact Initiatives

REPORTING TO  Director of Programs

ORGANIZATION  Association of Science and Technology Centers  www.astc.org

LOCATION  Washington, DC (temporarily remote)

POSITION TYPE  Full time, 40 hours per week, exempt

SALARY RANGE  $50,000-$65,000 annually

The Association of Science and Technology Centers (ASTC) is a professional membership organization with a vision of increased understanding of—and engagement with—science and technology among all people and a mission to champion and support science and technology centers and museums.

Founded in 1973, ASTC champions and supports more than 500 science and technology centers and museums, natural history museums, children’s museums, and other STEM-rich, place-based institutions, such as nature centers, aquariums, planetariums, zoos, and botanical gardens throughout North America and in nearly 50 countries—as well as nearly 200 other organizations that share an interest in science learning and engagement. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement the association's strategic direction to better support its members and promote public engagement in science. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is building capacity across three strategic pillars:

- **Champion and support science engagement**, by elevating the work of science and technology centers and museums, forging new collaborations across the science-engagement ecosystem, and investing in communications and advocacy.
- **Set course together for new frontiers**, by supporting ASTC members to prepare and lead with their communities, act on market and societal trends, and embrace effective approaches that advance equitable engagement in science and technology.
- **Support and connect ASTC members**, by facilitating learning, catalyzing shared efforts, sharing data, and cultivating leadership and skills across the science-center workforce.

ASTC is seeking a Manager of Impact Initiatives to support its ongoing and pilot programs around community science, equity, and leadership development and reporting to ASTC’s Director of Programs.
SCOPE AND RESPONSIBILITIES

The Manager of Impact Initiatives is a member of ASTC’s Impact and Inclusion team and will be responsible for providing project management support to various partnerships, pilots, and programs at the forefront of ASTC’s work to help its members thrive in evolving market contexts; navigate future trends; serve their communities; and engage visitors as welcoming, inclusive, and culturally fluent organizations.

The Manager of Impact Initiatives will focus on three priority areas of ASTC’s work:

1. Identifying and supporting the scaling of promising approaches at ASTC-member institutions related to equity, inclusion, and supporting community priorities;
2. Managing initiatives and partnerships at the intersection of global science trends, emerging technology, and equity; and
3. Facilitating leadership development across the science-museum, science-engagement, and science-learning workforce, and increasing organizational capacity among ASTC members to respond to changing community contexts.

Identify and Support Scaling of Promising Approaches at ASTC-Member Institutions Related to Supporting Community Priorities, Equity, and Inclusion (35%)

The Manager of Impact Initiatives will help 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, as part of the Impact and Inclusion Team, the Manager will:

- Support ASTC’s Community Science Initiative, which aims to grow and support the wide range of community-science programs at science centers and museums and related organizations, by supporting the planning and facilitation of member and partner engagements around a forthcoming community science resource center and providing project management support for a set of pilot fellowship programs.
- With ASTC’s Member Engagement, Communications, and Advocacy team, help monitor and document effective approaches being used by ASTC members to address the needs of their communities—including through community science—and strategies to welcome and include diverse public audiences in science, technology, engineering, and mathematics (STEM).
- Collaborate with ASTC’s Member Engagement, Communications, and Advocacy 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 Member Engagement, Communications, and Advocacy team to raise awareness of these approaches among policymakers, funders, and other stakeholders, including by preparing summaries, reports, and presentations to make content more relevant to targeted audiences, as well as identifying opportunities for and organizing virtual and in-person convenings.
Managing Partnerships, Pilots, and Programs Engaging ASTC Members at the Intersection of Global Trends, Emerging Technology, and Equity (30%)

The Manager of Impact 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. These areas might include climate change and biodiversity; artificial intelligence and the future of work; and biotechnology and the future of health.

Specifically, as part of the Impact and Inclusion team, the Manager will:

• Support the development and implementation of pilots and programs 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 partnerships to yield positive impact. This work will happen collaboratively with other ASTC staff, partners, and ASTC-member organizations.

• Coordinate and support a small group of non-resident fellows in their research, writing, and engagement with ASTC members on critical emerging science, technology, and innovation topics.

• Sustain positive relationships with program funders and partners, and manage reporting to program funders.

• Support the President and CEO and Director of Programs in liaising with ASTC’s Global Trends Committee, and support the development and refinement of ideas generated by the committee toward fundable proposals.

Facilitate Leadership Development and Increased Organizational Capacity Among ASTC Members (30%)

The Manager of Impact Initiatives will help 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, as part of an Impact and Inclusion team, the Manager will:

• Manage the ongoing Leadership Learning Labs (L3) cohort program, including working with an external evaluator to assess this pilot program.

• Based on what is learned from the pilot L3 program, work with the Director of Programs to develop additional leadership development programs to support ASTC members, especially with a focus on supporting diverse leaders.

• Work with the Member Engagement, Communications, and Advocacy 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.

• Support 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.

• Manage ASTC’s role in a partnership to advance a professional framework for informal science learning professionals.
Responsibilities Shared by All ASTC Team Members (5%)

- Actively contribute to 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 will have a clear record of achievement in mission-driven organizations managing projects focused on the intersection of science, technology, public engagement, and equity. 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:

- Demonstrated capacity for effective project management, budget oversight, and program delivery
- Strong writing skills and a proven ability to synthesize ideas and information across disciplines
- Track record of developing, compiling, and sharing research and other tools that help leaders and practitioners understand complex issues and support their work to advance public engagement with science
- Competency in preparing for meetings and crafting clear communications to partners
- 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
- Experience planning for and facilitating meetings and events
- Undergraduate education required

Candidates for the role will benefit from:

- Knowledge of the landscape of public engagement in science and experience in working with science-engagement organizations and leaders
- Experience working within a membership association, professional society, or similar national, international, or regional organization
- Experience with museums and museum practice, and awareness of issues facing science and technology centers and museums
- Experience with Federal proposal processes and Federal grant, contract, and cooperative agreement management
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, ability to work independently and in collaboration with colleagues, members, partners, and stakeholders
• 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
• An interest in—and experience with—issues associated with science and technology, including informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science, or with museum practice
• 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 and 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 bringing 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 opportunities 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 May 4, 2021. 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 ext. 127 or email us at info@astc.org.