



## **POSITION DESCRIPTION**

### **SENIOR DIRECTOR OF EDUCATION & COMMUNITY OUTREACH**

#### **Organization Overview**

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

#### **Position Overview:**

LSFM seeks an inspirational, creative, and motivated leader to manage a team that conceives, creates and implements a full range of educational programming and community outreach for all ages. This senior leadership position will dramatically increase the museum's utilization and educational influence, building bridges and developing new relationships with a wide variety of community partners, institutions, and educational organizations in the region. The museum aspires to be a national standard bearer in providing dynamic education programs through active community outreach that engage all ages in impactful life-long learning. The Senior Director of Education and Community Outreach will join the museum at a pivotal time in its thirty-two-year history.

#### **Primary Responsibilities and Duties**

Under the direction of the Chief Executive Officer, the Senior Director serves as a key member of the leadership team, advancing the mission of the museum and its service to the community. The Senior Director leads the education team consisting of staff and volunteer personnel in accomplishing department objectives. The position is responsible for the development and execution of all education programming and community outreach for the museum to include building program capacity within the existing facility. Programming consists of both on-site and outreach efforts and requires engagement with non-profits, other museums, community centers, local school districts, public and private schools, home school networks, teachers and other youth supporting organizations. Working with the museum staff, volunteers, and the Board of Directors, this position is responsible for executing educational programs consistent with the community outreach/education strategy to meet the desires of the community and round out the opportunity for continuous engagement available to all.

#### **Specific Duties**

- Manage education staff and volunteer personnel requirements, training, scheduling, execution and assessments.
- Collaborates with other inter-departmental leadership staff in development and marketing of new programs and enhance existing programs to include potential community partners.
- Develops and executes engaging STEM and/or history-based learning programs and curricula for all audiences based on the museum design and exhibits. This includes planning, creating, managing and

coordinating new and innovative field trips, scout, home school and camp programs, workshops, interpretive tours, and exhibit-related experiences for a variety of age groups.

- Develops the strategy and executes the plan to identify, contact and establish working dialogue with between the museum and education, corporate, non-profit, civic and local government entities throughout the Greater Houston Area.
- Ensures youth education programs meet Texas Education Knowledge and Skill standards as appropriate and promotes school and teacher participation and support of museum programs.
- Expands education contacts and relationships with, but not limited to Houston Region IV, independent school districts, private and charter schools, home school groups as well as other youth programs in the region.
- Manages operations and logistics of all aspects of outreach and external community relationships.
- Builds and implements accountability processes that measure internal and partnership program accomplishments towards stated goals and maintain mutually beneficial outcomes.
- Attends and provides reports to board committee meetings as assigned.
- Represents the museum at various community events, meetings, and presentations.
- Provides and maintains a high level of professionalism when representing the museum.
- Ensures the goals, objectives and expectations of potential community partners are addressed in all potential collaboration.
- Develops and executes an annual strategic plan
- Develops and manages an annual education budget
- Demonstrates commitment to values of diversity, equity, access, and inclusion.

#### **Education and Experience Requirements**

- Master's degree in related field.
- Minimum seven years of work experience in community or government relations, public affairs, communications, non-profit or other related experience.
- Ability to lead a team operating effectively and efficiently in a fast-paced, dynamic environment with ambitious schedules and plans.
- Demonstrated experience in building relationships with multiple and diverse youth related organizations, local stakeholders, including the philanthropic community,
- Excellent project management skills: Ability to plan and organize multiple projects, prioritize duties, problem solve and regularly meet deadlines.
- Excellent interpersonal skills and the ability to interact with external stakeholders.
- Exceptional written and oral communication skills required.
- Understanding of budgeting and financial reporting. Strong computer literacy: proficiency in Microsoft Office Suite, Adobe Suite, and other technology, including use of social media, mobile devices, and other relevant media.
- Flexibility to support events and weekend hours.

**Status:** Full-Time/Exempt/salary/Reports to CEO

The Lone Star Flight Museum is an equal opportunity employer.

**To apply, please send a cover letter and resume to [resume@lonestarflight.org](mailto:resume@lonestarflight.org).**