



Position Title: Executive Director

Type: Salaried, Professional, Full-time

Work Year: 12 months, varying levels of effort throughout the year

Reports to: the Board of Directors

Compensation: \$90,000 - \$110,000 depending on experience and qualifications

Position Goal:

The Mid-Atlantic Robotics (MAR) Executive Director will coordinate the efforts of MAR, serving as the face of the organization as we pursue our mission to inspire the students in our geographic area to pursue educational opportunities leading to careers in science, technology, engineering and mathematics by engaging them in mentor-based programs that inspire innovation and creativity, build skills through hands-on participation, and promote inclusivity, cooperation and professionalism. The Executive Director will support the advancement and growth activities of the organization to ensure access to STEM education programming in New Jersey, Delaware, and Pennsylvania by creating and maintaining a volunteer driven, self-sustaining organization.

The Executive Director will be responsible for continuity of information, assisting in the development and maintenance of a strategic plan, and the coordination of program(s) and events. The Executive Director will also be responsible for coordinating efforts with other Program(s) within the Mid-Atlantic Region (New Jersey, Delaware, and eastern Pennsylvania).

Essential Duties and Responsibilities:

- Develop and maintain a Strategic Plan for the Organization in cooperation with the Board of Directors, and the Executive Committee
- Develop and secure resources that will ensure the financial sustainability of the organization and meet MAR short and long-term financial objectives (fundraising, donor relations, mission advancement).
- Cultivate and maintain relationships with new and existing Teams, Mentors, and Volunteers, delegating to program specific committees and staff members where appropriate
- Cultivate and maintain relationships with local and regional professional and governmental organizations, school personnel, other Non-Profit Organizations, and corporate partners to increase awareness of the Organization, the Mission and the program(s)
- Assist in the coordination of Competition, Off-Season, and demonstration events as applicable
- Provide defined monthly progress reports, expense reports and other reports as required by the Chairman of the Board or the Board of Directors
- Work with appropriate committees of the board, and other personnel as directed by the Board of Directors to ensure sustained growth and diversity within the organization
- Develop and maintain communications with the membership of the organization and key stakeholders
- Coordinate the efforts of staff, contractors, vendors and committees to ensure the mission of the organization is promoted in every aspect
- Responsible to measure the Corporation's performance against stated objectives

Other Duties and Responsibilities:

- Attend Board of Directors Meetings
- Attend Committee Meetings and work sessions as directed by the Chair
- Work towards achieving all organizational growth goals including school district, county, and program level goals as set annually by the MAR Board

- Serve as FIRST Partner Organization representative and attend FIRST meetings and conferences as approved by the Chair
- Attend official district competitions
- Attend off-season events and demonstrations as needed as an official representative of the Corporation
- Provide timely updates on work-in-progress and outcomes
- Attend appropriate out-of-region meetings and conferences
- Other duties as designated by the Board of Directors or the Chairman of the Board

Position Specifications:

Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory Acuity Ability to speak clearly and distinctly
Temperament	Ability to work and communicate with a diverse group of volunteers Excellent ability to work as a member of a team Must be courteous and able to deal effectively with people Must be cooperative and congenial Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to reason and problem solve possible current or future situations Ability to follow written and verbal directions Ability to complete multiple tasks with minimal supervision Ability to read, write, and do simple-to-complex computation Ability to work independently and make work-related decisions Ability to communicate effectively both orally and in writing

Specific Knowledge, Skills, & Abilities:

- Experience in developing strategic and organizational plans
- Comfort with speaking in front of large audiences
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint and Visio), Google Business Suite
- Strong personnel management and interpersonal skills; the capacity to work well with volunteers from a diverse range of backgrounds
- Experience in supporting fundraising efforts
- Experience in document and receipt retention and management
- Identifies key barriers/core problems and applies problem-solving skills in order to deal creatively with complex situations; troubleshoots and resolves complex problems
- Independently performs assignments and tasks to achieve stated objectives
- Experience with and knowledge of the *FIRST* Family of Programs

Education and Experience:

- Bachelor's Degree Preferred
- 5 years (minimum) of experience in a leadership position
- Strong oral and written communication skills
- Financial and budget management skills
- Ability and willingness to travel inside and outside of the Corporation's geographic boundaries

Licenses/Clearance(s)

- Pennsylvania Act 153 – Criminal Background and Child Abuse Clearance

Compensation

- This is a full-time, salaried position with a flexible working location. MAR will cover any approved transportation costs related to the position and support approved professional development through training programs and conferences.
- Paid time off for holidays, as well as the last 2 weeks in December.
- 20 vacation/sick days annually
- Matching 401K retirement plan

This Job Description describes the general nature and level of work being performed in the role. This is not intended to be an exhaustive list of all duties and indeed responsibilities may be assigned, as required by the Board of Directors or Chairman of the Board. In addition, other knowledge, skills and abilities (including training of new team members) may be required as necessary.