



Chief Operating Officer

Science East is currently seeking a talented, skilled operations professional for our newly created **Chief Operating Officer** position to join our skilled and dedicated team. At Science East, the COO is the 2iC to the CEO and contributes broadly to all aspects of the fulfillment of the mission, goals and growth of Science East, ensuring operational excellence, continuous growth and superior program delivery.

Science East is an interactive science centre/museum **located in Fredericton, New Brunswick, Canada. Its mission is to: “to inspire and inform through hands-on science experiences”.**

Science East is a progressive educational resource for New Brunswick that engages and inspires youth in STEM and lifelong learning. **Its objective is to prepare youth for their future through inquiry based learning and the development of essential skills.** It uses innovative, interactive science exhibits to demonstrate basic science concepts, prompt curiosity and foster interest and understanding of science among people of all ages across the Atlantic region. Science East also delivers an extensive outreach program to the public and schools province-wide.

Our team has a reputation for high quality programming and professionalism, and we work in a collaborative, entrepreneurial environment and offer competitive compensation and benefits.

Position Summary:

The COO is responsible for developing and executing strategies to achieve Science East’s operational goals. The COO provides inspirational leadership and is accountable for effective operations, including establishing best practices, policies and procedures to position Science East for continued success and expansion.

Accountabilities include:

- Overseeing daily operations of the organization and office
- Overseeing organizational development, compensation, hiring, biannual personnel review process, and HR record keeping
- Managing staff to ensure that organizational goals are being met efficiently
- Ensuring that maintenance of the property is being managed by the appropriate personnel
- Grant oversight/maintenance
- Assisting CEO where needed in his/her development efforts
- Working with the CEO to ensure that realistic fundraising goals are created and achieved in the budgeting process
- Collaborate in the creation of a yearly marketing plan (objectives, strategies, tactics) and yearly budgets for marketing and PR
- Overseeing all marketing and PR to donors, potential donors, potential board members, schools, and public.
- Setting outcome goals and monitoring results measured by earnings, donors acquired, response rates, reach, impressions, qualitative and quantitative research as appropriate
- Working with the CEO and board to help guide financial and operational components of the strategic plan



Requirements include:

- Strategic mindset - Sees ahead to future possibilities and translates them into breakthrough strategies.
- Action oriented - Takes on new opportunities and challenges with a sense of urgency, high energy, and enthusiasm.
- Consistently achieves results
- Interpersonal savvy - Relates openly and comfortably with diverse groups of people.
- Builds networks - Effectively builds formal and informal relationship networks inside and outside the organization.
- Proven management ability, team leadership, and understanding of strategic and operational planning in complex environments.
- Excellent financial management skills, including experience with budgets and financial statements.
- Superlative communication skills (both written and oral) and interpersonal skills.
- Experience with project management, including conceptualizing projects and evaluating funding opportunities.
- Understanding of high-level human resources and talent management, including issues of organizational culture and compliance.
- Business acumen and operational capability to help SE reach its goals;
- Commitment to the highest standards of professionalism, excellence and diversity;

Qualifications:

- Degree in business management/accounting/non-profit management/science studies or related field. Museum and/or Science Centre experience preferred.
- A minimum of 5+ years in positions of progressive responsibility in office management, business management, non-profit management or museum management.
- Bilingualism is considered to be an asset.

Interested applicants are invited to send a cover letter and resume to david.desjardins@scienceeast.nb.ca.

Start date would be around July 1, 2019 and the salary is between \$75,000 to \$85,000.

For more information on our organization please visit our website at www.scienceeast.nb.ca

We thank all applicants for their interest in Science East.