ABOUT SEATTLE UNIVERSAL MATH MUSEUM (SUMM)

Seattle Universal Math Museum (SUMM) is a 501(c)(3) nonprofit organization that sparks each and every person to love math.

SUMM will build a dynamic museum to house engaging math exhibits, hands-on experiences, programs, and play areas to stimulate inquiry, ignite creativity and curiosity, and reveal the wonders of mathematics through play and exploration.

SUMM inspires children to learn math with fun hands-on experiences that they can’t get in schools. SUMM’s impact will affect the rest of their personal and professional lives by reaching them at the critical juncture of 3rd to 8th grade.

Mission: SUMM sparks each and every person to love math.

Vision: SUMM takes you on a math journey. We create opportunities for exploration, discovery, and growth.

Our Values: SUMM strives to incorporate these values in everything we do:

● Bring math to life
● Inspire creativity
● Engage all learners
● Embrace diversity, equity, and inclusion
● Collaborate with community
● Spark fun and joy
EXECUTIVE DIRECTOR POSITION

Join our Seattle Universal Math Museum (SUMM) team to bring math to life while sparking curiosity, fun and joy – SUMM seeks a visionary Executive Director to lead the development of its inaugural physical math museum experiences. This is a unique opportunity to build a team, develop exhibits, enhance educational programming, and ultimately transform math education in the Seattle community.

The Executive Director will work closely with the Board of Directors, stakeholders, and key community members to refine, develop, and implement a progressive program for the SUMM’s fundraising, exhibitions and collections management, educational activities, and community outreach.

Compensation Terms

$100,000 - $150,000 annual salary (depending on skills + experience), plus benefits

Time Commitment

Full-time

Responsibilities/Duties

The Executive Director (ED) will:

- Work in conjunction with the Board to develop the strategic direction and establish initiatives to fulfill the mission of SUMM and increase local, statewide, national and international awareness and prominence
- Lead the museum’s fundraising, drawing on corporate, government, foundation grant opportunities as well as cultivating individual philanthropy
- Provide vision for the museum’s operations, including educational programming, marketing/communications, financial/HR management, and visitor experience initiatives
- Implement strategy for short-term and long-term exhibit curation, development and fabrication
- Guide SUMM as we strive toward creation of a diverse, equitable, inclusive, anti-racist and just workplace
● Collaborate closely with the staff and board, setting a tone for inclusive and collaborative communication

● Review and direct financial reporting and management, including cash flow, AP, AR, budgeting

● Engage with donors and supporters, including: individuals, corporations and foundations; city, county, state and federal agencies and departments; private organizations; and neighborhood leaders to create and maintain long-lasting partnerships and funding opportunities

● Direct and participate in community engagement and media interaction

● Work with the board and staff to evaluate the museum’s location plans and exhibit development and acquisition

● Cultivate and maintain relationships with partners and peer organizations

● Recruit, train and support staff

● Cultivate collaborative and productive relationships with the regional and national associations of museums, children’s museums, science centers, visitor attractions and educational organizations, as well as international math museums

● Organize and maintain programs for staff development and continuing education

● Shephard SUMM’s search for a temporary space to host educational programming and events

### Minimum Qualifications/Experience

- Willingness to live and work in the Seattle region

- Significant experience in one or more of these related fields: museums, arts, science or education; including a proven track record with the responsibilities listed above

- Bachelor’s or higher degree in arts/museum administration, education, mathematics, business, or related field

- Demonstrated success with multi-year grant procurement, fundraising and/or development efforts

- Experience managing an organization/team that is poised for significant change and growth

- Significant and shareable experience with diversity, equity and inclusion issues including BIPOC, LGBTQIA+, etc. and all intersectional communities

- Ability to effectively manage and organize multiple projects, tasks, teams, and problem-solving concurrently
Ability to show impact of using positive and motivational techniques with previous teams
High value for the role math plays in our lives
Excellent written and oral communications skills
Technologically proficient

Website and Social Media Links
www.seattlemathmuseum.org
www.facebook.com/seattlemathmuseum
www.instagram.com/seattlemathmuseum
www.linkedin.com/company/seattlemathmuseum

How to Apply
Please email a cover letter, resume/CV and five professional references to jobs@seattlemathmuseum.org with the subject line “SUMM Executive Director.”

Application Timeline
Review of applications will begin on May 31, 2023, and continue until the position is filled. The anticipated start date is between September 1, 2023 and January 31, 2024.

SUMM is an inclusive, equal opportunity employer dedicated to diversity throughout our team-based working environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital status, military or veteran status, socioeconomic background, or any other status prohibited by applicable law.