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

Minimum Qualifications/Experience

● Passion for the breadth and depth of the subject of mathematics, its connection to all other subjects, and the role it plays in all our lives
● 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
SUMM will be accepting applications through Friday, October 27, 2023. The anticipated start date is between November 26, 2023 and January 15, 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.

ABOUT SEATTLE UNIVERSAL MATH MUSEUM (SUMM)

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

Participants of SUMM’s programming embark on a math journey with creative opportunities for math exploration, learning and discovery.

SUMM was founded in 2019 to foster positive connections to math, boost math confidence and help students see math as relevant to their future. Equitable and culturally relevant science, technology, engineering, art and math (STEAM) opportunities seek to reduce the equity gap in math education for girls and students of color, diversify the pipeline of people pursuing STEAM careers and better prepare youth to thrive in the digital economy of the 21st century. Our long-term goal is to launch the West Coast’s first math museum, where math is exciting and fun!

SUMM collaborates with parents, teachers, school district leaders and nonprofit partners to create in-school and after-school enrichment programs, focusing on elementary and middle school students and their educators throughout King County with a special emphasis on providing no or low cost programming in Title 1 schools in South King County. Programs focus on STEAM in ways not replicated inside the classroom. Math comes to life through hands-on experiences inside classrooms, libraries and community centers.

SUMM is filling a critical need by augmenting traditional learning settings that highlight the creativity in math, its connections to other disciplines and its applications beyond the classroom. Many BIPOC students, girls, neurodiverse and non-traditional learners too
often become discouraged and lose confidence in their abilities in elementary and middle school—a critical age when math becomes more challenging for students, when attitudes about math form and ideas for future careers take shape. Once confidence is boosted and students see math as relevant to their futures, academic performance improves and children thrive. SUMM changes attitudes about math.

SUMM will transform attitudes about math. Informal, hands-on math experiences outside of the classroom make math relatable and, most importantly, create positive feelings about math. Once confidence is boosted and students see math as relevant to their futures, academic performance improves.

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