

# Chief Executive Officer (CEO)

**Da Vinci Science Center – Allentown, Pennsylvania**

## Position Overview

The Chief Executive Officer (CEO) of the Da Vinci Science Center (DSC) serves as the organization's senior executive leader and reports directly to the Board of Trustees. The CEO holds a voting seat on the Board and oversees all aspects of strategy, operations, programming, partnerships, staff development, and community engagement.

This leader will advance the Center's mission to ignite curiosity, promote a passion for learning, and strengthen STEAM education throughout the region. The CEO will guide the organization toward continued relevance, growth, and long-term sustainability while fostering a culture of creativity, innovation, and excellence—reflecting the spirit of Leonardo da Vinci.

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## Key Responsibilities

### 1. Strategic Leadership & Organizational Direction

- Provide forward-looking strategic leadership that positions the Center for growth, visibility, and community impact.
- Collaborate with the Board and leadership team to develop and implement multi-year strategic plans aligned with mission, market needs, and institutional priorities.
- Promote innovation, continuous improvement, and excellence in all areas of organizational performance.
- Ensure decision-making aligns with best practices in informal STEAM learning and nonprofit governance.

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### 2. Financial Stewardship & Operational Excellence

- Maintain a balanced budget and ensure fiscally responsible operations.
- Strengthen financial performance through effective budgeting, diversified revenue generation, and thoughtful resource allocation.
- Oversee internal systems, staffing models, facilities operations, and organizational infrastructure to ensure high-quality, efficient, and safe visitor and employee experiences.
- Ensure daily operations meet the standards expected of a state-of-the-art science center.

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### **3. Fundraising, Development & Community Partnerships**

- Lead and expand the Center's philanthropic strategy, including donor engagement, grant development, sponsorships, and major gifts.
- Build and sustain effective relationships with educators, donors, corporate partners, foundation leaders, government officials, and civic organizations.
- Serve as a compelling ambassador for the organization across the community, representing the Center in key events, initiatives, and collaborative partnerships.

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### **4. Educational Programming, Exhibits & Visitor Experience**

- Oversee the creation and delivery of high-impact STEAM programs, exhibits, and experiences that advance the Center's mission and engage diverse audiences.
- Ensure offerings remain relevant, innovative, and aligned with current educational needs and visitor expectations.
- Support initiatives that promote accessibility, inclusion, and deeper community connection.
- Inspire and motivate staff, volunteers, educators, technologists, and collaborators in the design of new opportunities and experiences.

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### **5. Marketing, Communications & People Leadership**

- Guide strategic marketing, communications, and outreach efforts that elevate the Center's brand, expand audience reach, and support revenue growth.
- Serve as a strong and visible spokesperson for the Center, enhancing its recognition and regional presence.
- Build, develop, and lead a high-performing team that embodies the organization's values of integrity, diversity, quality, respect, and continuous learning.
- Cultivate a mission-driven organizational culture rooted in collaboration, accountability, innovation, and professional development.

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## **Required Skills & Competencies**

## **Leadership, Strategy & Innovation**

- Demonstrated ability to lead a complex organization, set strategic direction, and drive measurable results.
- Entrepreneurial mindset with the ability to identify and pursue opportunities for programmatic and revenue growth.
- Strong problem-solving, planning, and decision-making capabilities.

## **Financial & Operational Management**

- Experience managing budgets and financial performance in a nonprofit, museum, educational, or similarly complex environment.
- Strong operational acumen with familiarity in facility management, guest services, team oversight, and multi-program operations.

## **Fundraising & Relationship Management**

- Proven success in fundraising, donor engagement, business development, and partnership cultivation.
- Ability to build relationships with donors, trustees, educators, community leaders, and institutional partners.

## **Marketing & External Communication**

- Excellent communication and public-speaking skills, capable of representing the Center in diverse settings.
- Experience leading marketing, branding, and outreach strategies that strengthen audience engagement.

## **STEAM & Educational Insight (Preferred)**

- Understanding of or passion for STEAM learning, museum education, or informal learning environments is highly desirable.

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## **Qualifications**

- Bachelor's degree required, preferably in science, engineering, technology, mathematics, education, nonprofit leadership, business or a related field.
- Minimum of **10 years of progressive leadership experience**, or at least **5 years of management experience** in a science/technology-related organization, museum, nonprofit, business or educational setting.
- Experience in **three or more** of the following areas:
  - Technical/scientific environments
  - Fundraising & development
  - Operations management
  - Organizational strategy
  - Community relations and partnership building
  - Public & Financial Institution collaborations

**Location:** 815 W. Hamilton Street, Allentown, PA 18101, USA

**Salary Range:** \$185,000 - \$200,000 annually

**Benefits:** Medical, Dental, Vision, FSA, HSA, 403(b), STD/LTD/Life, & PTO.

To apply, please visit: [www.davincisciencecenter.org\careers](http://www.davincisciencecenter.org\careers)