
Position Description and Job Responsibilities: Executive Director

Overview

The ingenuityNE Executive Director has overall strategic and operational responsibility for ingenuityNE's staff, programs, growth, and execution of its mission.

Responsibilities

Leadership & Management

- Ensure ongoing regional programmatic excellence, program growth, excellence in event operations, administration and finance, fundraising, communications, and systems
- Actively engage and grow volunteers, event committees, alumni, partnering organizations, and sponsors/supporters/funders
- Identify and develop new programs, where appropriate, that support and expand the organizations mission
- Develop, maintain, and support a strong relationship with the Board of Directors, seek and build board involvement with strategic direction and ongoing regional operations and activities
- Lead, coach, develop, recruit and retain staff and key volunteers to ensure that growth and quality metrics are achieved and that the highest level of service is provided to the served community
- Work with key volunteers to establish and grow strong volunteer recruitment and development activities to support current and future program activities

Fundraising & Communications

- Expand fundraising, sponsorship and revenue generating activities to support existing program operations and activities, and expansion of both existing and new program areas
- Establish and grow strong foundation of sponsors; identify and engage new sponsors and donors in areas including, but not limited to, corporate, foundation, and individual
- Develop and refine all aspects of communications, including web presence, traditional media, social media, and external relations with the goal of creating a stronger and more recognized brand
- Use external presence and relationships to garner new opportunities in sponsorship, volunteers and program expansion



Program Operations

- Work with staff and key volunteers to ensure successful program operations annually
- Work with staff and key volunteers to meet or exceed annual program targets and objectives

Planning & New Business

- Work with Board of Directors to develop a strategic business planning process for the organization, that establishes program growth and expansion into new, related areas

Business Operations

- Manage the finances of the organization to ensure that program objectives are met or exceeded
- Maintain relationships with key sponsors and funders to ensure their continued support of the program
- Provide regular reports to Board of Directors
- Ensure all required local, state, federal and organizational (e.g., insurance) reports and filings are completed accurately and submitted on-time
- Complete and submit additional reports as required or requested by the Board of Directors

Travel

- ~30%
- Primarily within the New England states (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont), with some additional travel outside of New England necessary to represent ingenuityNE™ at various events, functions and meetings

Reporting

The Executive Director will report to the ingenuityNE Board of Directors.



About ingenuityNE

ingenuityNE is a 501(c)(3) not-for-profit incorporated in Connecticut whose mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication and leadership. ingenuityNE operates in the six New England states (Connecticut, New Hampshire, Maine, Massachusetts, Rhode Island and Vermont).

ingenuityNE's flagship program, NE *FIRST*, is operated in partnership with *FIRST* (a 501(c)(3) not-for-profit headquartered in Manchester, NH).

NE *FIRST* provides accessible, innovative robotics programs that motivate young people ages 6 to 18 to pursue education and career opportunities in science technology, engineering and math, while building self-confidence, knowledge, and life skills.

web: ingenuityne.org

web: nefirst.org

Facebook: facebook.com/nefirstorg

Instagram: [@nefirst](https://instagram.com/nefirst)

Twitter: [@nefirst](https://twitter.com/nefirst)

