

Executive Director, John F. Green Spartanburg Science Center

The **John F. Green Spartanburg Science Center** is seeking a dynamic and passionate Executive Director to lead our small but growing organization. This is a unique opportunity to shape the future of science education and community engagement in the Spartanburg area. This position is currently part-time but is expected to transition to a full-time role as the center expands.

Position Summary

The Executive Director will serve as the chief operating officer of the Spartanburg Science Center, responsible for providing strategic leadership and managing all aspects of the organization. The primary focus of this role will be on fundraising and organizational growth. This individual will be a visionary leader who can build strong relationships with the community, donors, and the Board of Directors.

Key Responsibilities

- **Strategic Leadership:** Collaborate with the Board of Directors to establish and execute a strategic plan that expands the center's reach and impact.
- **Fundraising and Development:** Develop and implement a comprehensive fundraising strategy, including grant writing, donor cultivation, and planning fundraising events to secure the financial resources needed for the center's growth.
- **Operational Management:** Oversee the day-to-day operations of the center, including financial management, budget oversight, and administrative tasks.
- **Team Leadership:** Supervise and mentor key staff members, including the Education Director and staff members.
- **Community Engagement:** Act as the primary external representative of the center, building and maintaining strong relationships with schools, community organizations, and the public.
- **Marketing:** Develop and execute the organization's overall marketing and communication strategy to raise awareness and promote the mission.

First 6-Month Priorities

The new Executive Director will be tasked with creating a firm foundation for a future capital campaign. This includes assessing the center's current fundraising capacity and fostering a mission-driven culture. Build a strong infrastructure and create systems of data management, communication, and donor stewardship programs.

Qualifications

- Proven experience in fundraising and nonprofit management.
 - Strong leadership skills with the ability to inspire and manage a small team.
 - Excellent communication and interpersonal skills.
 - Experience with financial management and budgeting.
 - A passion for education and a commitment to the center's mission.
 - Willingness to engage in community
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Our Mission, Vision, and Values

We believe in a community of problem solvers, ignited by a spark for STEM. Our mission is to **excite and engage students in STEM exploration**. The ideal candidate will be a leader who embodies our core values of **Education, Engagement, Excitement, and Equity**.

Please submit a resume to Board Chair, Alex Saleeby.

alexsaleeby@gmail.com

Mobile: 864-921-1448

Application submission window closes 4/19/26.