



## **KID Museum Chief Program Officer (CPO)**

### **About KID Museum**

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Position Overview**

KID Museum is seeking a **Chief Program Officer (CPO)** to provide visionary and strategic leadership for the organization's portfolio of educational programs to ensure KID Museum provides high-quality services that are responsive to the needs of our kids, community and funding sources. Building upon a strong programmatic foundation, this position will foster collaboration, anticipate future mission-focused opportunities that support our Mind of a Maker

framework, engage in external advocacy, and draw on the leadership of others to accomplish our strategic imperatives.

This position is a core member of the Leadership Team, reporting to the Executive Director, and is responsible for providing leadership and guidance around program planning and execution, including program management and evaluation, budget development and team management.

The successful candidate will have an advanced degree in education and/or education management (Masters or PhD) with 10 years of program leadership experience in an educational non-profit setting; 5 years in a senior management role. They will have experience in design and delivery of informal education programs, including digital learning, that are equity-centered and culturally responsive. Demonstrated experience in leading research and evaluation to document program outcomes and drive results is required. The successful candidate will have proven experience in strategic planning and supporting organizations as a thought leader via its programs. Demonstrated experience designing and leading educator professional development to ensure program fidelity is required. Experience in maker learning and/or STEM education preferred. They will have a proven ability to manage staff, oversee project budgets, develop a team approach to service delivery and a history of developing and growing new programs. Track-record developing, writing and managing grants is required.

### **Essential Job Functions**

- Oversee the design and development of educational programs, both student and educator focused, that advance KID Museum's mission, vision and strategy.
- Develop and oversee program evaluation processes to drive continuous quality improvement and participant satisfaction. Monitor and evaluate program effectiveness and outcomes. Partner with Communications and Development teams to share program results with external audiences.
- Advance cultural responsiveness and audience engagement in program design and delivery to drive organizational goals related to diversity, equity, accessibility and inclusion.
- Oversee training and professional development of KID Museum educators to ensure program fidelity and ongoing growth and improvement of KID programs and staff.
- Develop and oversee program partnerships that advance the organization's strategic objectives, including partnerships with community-based organizations, researchers/universities, schools and school districts, and national partners.
- Partner with Advancement/Development and Finance teams to develop grants and philanthropic support for ongoing growth and improvement.
- In partnership with the Executive Director, Chief Advancement Officer and COO, establish strategic vision for programming that aligns with the organization's strategic plan.
- Serve on KID Museum Leadership Team to participate in day-to-day strategic leadership of the organization.
- Lead and coach a 5-person Education Leadership team, overseeing execution of educational programs and providing strategic direction.

- Represent the organization through a highly visible role in external meetings, conferences, panels, publications, etc., to further position the Museum as a thought leader in this field.
- Participate in the budget development process and maintain a high level of fiscal responsibility. Oversee preparation and management of program budgets, in collaboration with the COO.
- Communicate with the Board of Directors as directed by the Executive Director to keep them abreast of programmatic developments.
- Successfully complete other duties as assigned.

### **Minimum Qualifications**

- Ability to cast, communicate and execute vision.
- Strong analytical, strategic thinking, problem solving, and organizational skills.
- Ability to establish and maintain effective working relationships with colleagues, board members, and representatives from funding sources, regulatory bodies, and partner organizations.
- Demonstrated ability to collaborate and communicate cross-functionally, internally among teams and externally as a programmatic spokesperson to a wide range of audiences.
- Demonstrated program and contract management skills are essential.
- Passion for programs supporting youth development, education reform, STEM and cultural exploration.
- Comfort working independently in a fast-paced, entrepreneurial environment with a small staff – a strong team player with exceptional communication (written and oral) and interpersonal skills will thrive in this environment.
- Be a self-starter with strong attention to detail, and proven experience managing multiple priorities.
- Experience working closely with an active and engaged Board of Directors.
- Excellent time management and follow-up skills.
- Adaptable, flexible, patient, and able to work with little outside direction.
- Available to attend occasional evening and weekend events and programs.
- Able to perform with a high degree of professionalism.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

*Diversity, equity, accessibility and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*