

Adopted January 8, 2019



362 N. Martin Luther King Blvd.  
Lexington, KY 40508  
859-252-5222 or 255-2284  
[www.LascLex.org](http://www.LascLex.org)

## **JOB SUMMARY – EXECUTIVE DIRECTOR**

The Living Arts and Science Center (LASC) is seeking an experienced, results-driven, and passionate professional to serve as the Executive Director (ED) of this nonprofit organization, which just celebrated its 50th year of operations. The LASC Executive Director functions as the Chief Executive Officer of the corporation. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for staff, programs, finances, and execution of its mission. The Executive Director will thrive in a collaborative, entrepreneurial, and outcome-driven environment, be flexible to changing needs, and contribute strategically to the overall mission of the organization.

### **General Responsibilities**

- 1) **Organization Mission, Quality, and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
  - Implements LASC’s programs that carry out the organization’s mission.
  - Ensures the need, quality, and evaluations of programs and services.
  - Plans strategically to ensure that the LASC can successfully fulfill its mission into the future.
  - Enhances LASC’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
  
- 2) **Organization Operations:** Oversees and implements resources to ensure that the operations of the organization are appropriate.
  - Provides visionary, creative and effective administration of LASC’s operations.
  - Hires and retains excellent and qualified staff.
  - Leads staff in the development and implementation of short- and long-range plans and policies and other activities.
  - Supervises and trains staff and others who serve the organization.
  - Establishes and maintains administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
  
- 3) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health and sustainability of the organization.
  - Maintains the fiscal integrity of the Living Arts and Science Center including submission to the Board of a proposed annual budget, financial statements, and other reporting, which accurately reflects the financial condition of the organization.
  - Provides consistent quality of financial management and administration and oversight of accounting procedures and reports, payroll, taxes, and fiscal policies and procedures that keep the organization in a positive financial position.
  - Works with development staff and Board to develop and implement successful fundraising, grant writing, and donor development strategies and other resources necessary to support LASC’s mission.
  - Signs all notes, agreements, contracts, and other instruments made and entered into and on behalf of the organization.

- 4) **Facility Management:** Oversees the management of facility including historic Kinkead House and new building addition as well as 1.5-acre grounds in downtown Lexington.
- Identifies and implements building and grounds maintenance and improvements.
  - Solicits and selects appropriate contractors for building and grounds maintenance.
  - Oversees the work on building and grounds.
  - Identifies ways that the building and grounds serve the needs of the organization and community.
- 5) **Board Governance:** Works with Board of Directors in order to fulfill the organization's mission.
- Leads the Living Arts and Science Center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - Works with Board of Directors on strategic planning, board committees and policy decisions.

**Candidate Qualifications - The successful candidate will:**

- Have five or more years of senior nonprofit management experience, preferably as an Executive Director.
- Have proven success in designing and implementing educational and public programming.
- Have demonstrable, proven, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Have strong leadership and collaborative skills for working with a diverse staff, volunteer and donor base, and community organizations.
- Have strong organizational abilities including planning, delegating, program development and task facilitation.
- Have educational and specialized experience working within art, science, education, and/or museum professions.
- Possess proven success with diverse fundraising initiatives and support strategies including grant writing, donor development, community partnerships, and in-kind donations.
- Have strong written and oral communication skills.
- Have a genuine interest in and passion for leading an inclusive organization and serving the community, including at-risk, special needs, and underserved children and adults.
- Hold a minimum of a bachelor's degree.

**ORGANIZATIONAL DETAIL - THE LIVING ARTS AND SCIENCE CENTER**

The Living Arts and Science Center is an award-winning, lively, and growing nonprofit organization that is currently celebrating our 50th anniversary. A large expansion and renovation of our facility was completed in 2016 and includes eight classrooms, a Digital Media Lab, a Clay Studio, a Teaching Kitchen, Lexington's only Planetarium, four art galleries including a Children's Art Gallery, an interactive Discovery Gallery, outdoor educational gardens, and more. The Living Arts and Science Center is committed to ensuring opportunity and access to all and provides numerous arts and science programs in public schools. LASC also works with social service agencies and community centers to provide arts and science programs for at-risk, special needs and underserved children and adults. A large scholarship program also provides free and reduced-cost classes for hundreds of students with financial need. **Each year, the LASC presents a wide range of programs and events including:**

- Over 400 classes and workshops for preschool students to adults;
- 11 – 13 annual art exhibitions in three art galleries and a children's art gallery;

- A new interactive Discovery Exhibit of STEAM concepts;
- Interactive art and science field trip and outreach programs, serving over 35 Kentucky counties, for 12,000+ Kentucky students;
- Monthly programs such as Discovery Night with guest artists and scientists and Discovery Saturdays with unique activities and planetarium shows;
- Free art and science afterschool programs for seven Title I schools;
- Free programs for social service agencies;
- Annual interactive community events such as Family Fun Day and Day of the Dead Festival.

The Living Arts and Science Center offers a creative, dynamic, and congenial working environment in an exciting new facility in downtown Lexington. Benefits include generous paid time off, a group health insurance plan, a flexible spending account plan, a SIMPLE IRA plan (with 3 percent employer match), and some flexibility in work schedules.

**TO APPLY**

Interested applicants should submit a letter of interest, résumé, three references, and a brief writing sample of a previous work product. Review of the applications will begin upon receipt. The position will remain open until filled.

**Executive Director Search Committee**  
**The Living Arts and Science Center**  
**362 N. Martin Luther King Blvd.**  
**Lexington, KY 40508**  
[rshepard@lasclex.org](mailto:rshepard@lasclex.org)

**Phone calls will not be accepted.**