

KNOX LABS, INC.

MOUNT VERNON, KNOX COUNTY, OHIO

**EXECUTIVE DIRECTOR
POSITION ANNOUNCEMENT**

Title: Executive Director

Position Type: Permanent part-time (averaging 25 hours/week)

Position Available: May 2019

Organizational Structure: Established in September 2016, Knox Labs, Inc. (“**Knox Labs**”) is a registered 501(c)(3) tax-exempt, non-profit organization with a 15-member board of local non-profit, public sector, and business leaders. In late 2018, in partnership with the Engineering Department at the Mount Vernon Nazarene University (“**MVNU**”), Knox Labs opened a 5,500 square foot makerspace / business incubator occupying the entire ground-level, main floor storefront space in the Nease Center at 104 South Main Street in downtown Mount Vernon. This STEAM (science, technology, engineering, arts, and math) asset serves the entire Knox County community as a tinkerer space, hobbyist gathering spot, workforce development tool, and small business launching pad. Having accumulated nearly six months of operations and learning experience, Knox Labs is ready for the next phase of its growth – with a focus on organizational leadership, membership expansion and programming.

Target users of the makerspace / business incubator include local high school and college students who want to gain expertise in digital technologies with business and future employment potential; parents who want to expose their children to tools for creativity and invention; and adults who want to pursue a hobby, learn new skills, or take the first steps to test and launch a business notion or concept.

Job Brief: Reporting directly to the four-member Executive Committee of the Board of Directors, the Executive Director is a key leader within the organization and ensures ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of administration, operations, resource development, and community and public relations.

The successful candidate is not afraid to dig into the details of Knox Labs’ makerspace operations to ensure the organization runs soundly and he or she exercises independent leadership, sound professional judgment, on-the-spot problem-solving, and executive discretion. Although the initial focus of this position will be helping to build sustainable operations of Knox Labs, there will be additional opportunity to support strategic planning and growth of the organization.

The work of the Executive Director will include, but not necessarily be limited to, the following:

- Provide leadership in developing program and organizational plans with the Board of Directors and staff and carry out the plans and policies broadly authorized by the Board.
- Work with staff on the day-to-day operations and administration of Knox Labs, including programming, volunteers, events, equipment usage, space utilization, and member relations.

Examples of such work includes interacting with stakeholders, reviewing meeting and event schedules, and responding to inquiries and requests for information.

- Effectively supervise and develop staff and be responsible for all areas of personnel management including:
 - Ensure that job descriptions are developed and maintained, that regular performance evaluations are held, and that sound human resource practices are in place.
 - Encourage staff and volunteer development and education; guide program staff to relate their particular work focus areas to the entire organization.
 - Maintain a positive work climate that attracts, keeps, and motivates a diverse staff of top-quality people.
- Work closely with the Board to develop and maintain Knox Labs' volunteer program. Take ownership of scheduling and staffing matters, including volunteers, student workers, and on-site MVNU employees. Serve as the scheduler and onboarding point-of-contact for volunteers.
- Support the Board Treasurer and/or Finance Committee to perform routine finance-related activities including invoice processing, point-of-sale system administration and reporting, and petty cash maintenance. Other duties such as budgeting and ad hoc forecasting may be required.
- Serve in a non-voting *ex officio* role on all Knox Labs' Committees, including but not limited to Finance; Programming/Communications; Membership and Operations/Equipment Committees.
- Work with Programming Committee to organize Knox Labs' planned events and meeting sessions and help produce topical, regularly scheduled programming.
- From time-to-time, accompany Knox Labs' Board representatives to and/or independently represent Knox Labs at community and organization meetings.
- Work with building safety and regulatory compliance personnel to ensure the makerspace is, at all times, in full compliance with applicable safety and regulatory requirements.
- Identify and help Board members pursue revenue generating and fundraising (including grant writing) activities to support existing program operations and growth.
- Additional duties as required, in-line with Knox Labs' defined strategic goals and development initiatives.

Knowledge, Skills and Abilities: The Executive Director should have education and/or experience in one or more of the following areas: business, technology, computer science, design, or related field. The successful candidate will clearly demonstrate the following attributes necessary to the job:

- Commitment to the mission of Knox Labs *to provide an innovative, collaborative environment that inspires community members to discover, develop and share their potential as makers.*
- General familiarity and/or willingness to learn the operations of, or membership in, makerspaces and the larger DIY / maker movement.
- Past management and non-profit organization experience a plus.
- Comfortable working in a dynamic, fast-paced environment with priorities that may change daily; one never knows what the next ringing phone call will require of the Knox Labs' leader.
- Strong leadership skills including exemplary interpersonal, collaboration and influencing skills.

- Commitment to creating and maintaining a professional, positive image within the community and with stakeholders, community residents, vendors, elected officials, and other staff members.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Persistent follow-through with a desire for quality results.
- Strong oral and written communication abilities.
- Ability to relate to a diverse set of makerspace members, visitors, and the general public.
- Resourceful problem solver with attention to details.
- Ability to meet deadlines and prioritize work obligations.
- Trustworthy with sensitive and/or proprietary information and cash management functions. Willing to enter into a confidentiality arrangement with the Board to safeguard information and prevent inappropriate disclosure of intellectual property; will work with the Board's Executive Committee to ensure compliance.
- Ability to lift objects (e.g., cases of copier paper and maker equipment supplies), climb stairs, and sit for long periods of time in front of a computer.
- Strong computer skills – hardware and software – including Adobe, Microsoft Office and maker-related platforms. Familiarity with both Apple and PC infrastructure.

Work Conditions: Non-traditional working hours, including weekend hours.

Persons interested in this position should **submit a resume and cover letter** via e-mail to admin@knoxlabs.org or via mail to the attention of:

Knox Labs, Inc.
Attn: Hiring Committee
P.O. Box 1067
Mount Vernon, OH 43050

Applications will be collected until the position is filled. Questions should be directed to Stacey Baxter, Vice President, Knox Labs, at (614) 670-2856.

The Knox Labs, Inc. is an equal opportunity employer.

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