

Open Position Title: Executive Director

Aerospace Center for Excellence

The Executive Director position is a multi-faceted leadership role that oversees every aspect of the Aerospace Center for Excellence in executing its mission to “Engage, Educate and Accelerate the Next Generation of Aerospace Professionals”. The position reports directly to the CEO of the Aerospace Center for Excellence, Inc. The span of management scope includes approximately 7-8 employees and over 25 volunteers. Additionally, this role serves as the chief spokesperson for the Aerospace Center for Excellence. The Executive Director is responsible for the professional management of the ACE programs and facilities in accordance with policies, mission, and requirements set forth by the CEO and has the direct responsibility for ACE’s developmental programs. These include but are not limited to: artifact preservation, fiscal health, educational programs, and cultural experience.

RESPONSIBILITIES

Leadership and Management:

- ❖ Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- ❖ Works in concert with the Board of Directors and CEO to ensure attainment of strategic goals.
- ❖ Actively engage and energize ACE volunteers, board members, event committees, partnering organizations, and funders.
- ❖ Work collaboratively with all occupants of the ACE Educational Corridor, including, staff/students of CFAA, Lakeland Aero Club, EAA Chapter 454, the Lakeland Linder International Airport, CAP, WAI, PLANES, and any other education organizations.
- ❖ Lead, coach, develop, and retain ACE’s high-performance staff to effectively meet operational objectives.
- ❖ Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- ❖ Ensure the integrity and continued historical authenticity of Florida aerospace traditions with effective museum collections management and site preservation.

Fundraising and Communications:

- ❖ Expand national revenue generating and fundraising activities to support existing program operations and regional expansion.
- ❖ Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- ❖ Use external presence and relationships to garner new opportunities.

Planning and New Business:

- ❖ Build partnerships in new markets, establish relationships with funders, and political and community leaders.
- ❖ Provide leadership working with the Strategic and Long-Range Planning Committee to

- develop and execute appropriate strategic plans.
- ❖ Be a local, regional, and national presence that publishes and communicates program results with an emphasis on the successes of ACE programs as a model for regional and national replication.

Professional Qualifications

- ❖ The Executive Director will be thoroughly committed to the Aerospace Center for Excellence mission. All candidates should have proven leadership, coaching, and relationship management experience.
- ❖ At least a Master's Degree in a STEM/Aerospace/Aviation/Education field from an accredited college/university OR equivalent combination of education and experience.
- ❖ Seven years of experience with at least 5 years of supervisory experience
- ❖ Teaching background.
- ❖ Strong understanding of fundraising strategies and donor relations unique to nonprofit organizations.
- ❖ Unwavering commitment to quality programs and data-driven program evaluation.
- ❖ Excellence in organizational management with the ability to coach staff, manage, develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- ❖ Strong public relations, and fundraising experiences with the ability to engage a wide range of stakeholders and cultures.
- ❖ Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- ❖ Strong organizational abilities including planning, delegating, program development and task facilitation.
- ❖ Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- ❖ Ability to work effectively in collaboration with diverse groups of people.
- ❖ Passion, integrity, positive attitude, mission-driven, and self-directed.
- ❖ Prioritizes high moral and ethical standards.

Preferred Qualifications

- ❖ FAA Certified Pilot
- ❖ K-12 Teaching Certification
- ❖ Post-Secondary teaching experience
- ❖ Grant writing knowledge
- ❖ Proven ability to work with city, county and state governments and elected officials

Working Conditions

Non-profit, informal educational organization. Fast-paced environment with many varied, simultaneous projects. Carrying and lifting of educational materials, tables, and chairs. Meet physical demand requirements walking, standing, uneven surfaces, outdoors; exposure to adverse weather conditions heat/humidity/rain.

Interested candidates can send their cover letter and resume to:
Human Resources
HumanResources@flysnf.org