

**Director, Scientific and Cultural Collaborative**  
**Reports to the SCC Executive Committee of the Board of Directors**  
**Full-time: 40 hours per week with benefits**  
**Salary: Commensurate with experience and duties**

**SCIENTIFIC & CULTURAL COLLABORATIVE (SCC):** The Scientific & Cultural Collaborative (SCC) is a 501(c)(3) non-profit organization comprised of arts, culture and science organizations that are funded by the Scientific and Cultural Facilities District (SCFD), a cultural tax in the 7-county Denver metro area providing support to over 300 non-profit groups. Members pay annual dues to participate in educational outreach, marketing endeavors, peer networking, and support for the SCFD. This unique coalition has brought together diverse organizations to work collaboratively for over 23 years.

**Mission:** SCC empowers scientific and cultural organizations through collaboration and capacity-building for the benefit of the public. **Vision:** Together we will be leaders in advocacy, collaborators on opportunities and challenges in our fields, and providers of access to rich artistic, scientific, and cultural opportunities for all members of our community.

**Current SCC Organizations 2017-18:** Arvada Center for the Arts and Humanities, Bird Conservancy of the Rockies, Butterfly Pavilion, Central City Opera, Cherry Arts, Children’s Museum of Denver at Marsico Campus, City of Aurora Cultural Services Division, Clyfford Still Museum, Colorado Ballet, Colorado Chautauqua Association, Colorado Children’s Chorale, Colorado Mountain Club, Colorado Music Festival and Center for Musical Arts, Colorado Railroad Museum, Colorado Symphony, Denver Art Museum, Denver Botanic Gardens, Denver Center for the Performing Arts, Denver Film Society, Denver Museum of Nature and Science, Denver Zoo, The Hudson Gardens & Event Center, Lakewood Division of Heritage, Culture and the Arts, Lone Tree Arts Center, MACC–Mizel Arts and Culture Center, Mizel Museum, Museum of Contemporary Art – Denver, Opera Colorado, Town of Parker Cultural Department, Swallow Hill Music, and Wings Over the Rockies Air and Space Museum

**POSITION SUMMARY:** The Director is responsible for facilitating and implementing Board and member-prioritized programs and initiatives of the SCC. This includes, but is not limited to, managing and facilitating programs, building and nurturing relationships with member and non-member organizations, arranging networking meetings among member staff and Board members (Roundtables), providing orientation for new members, and other special initiatives that further the SCC mission. The Director is the sole staff person of the SCC.

Currently, this responsibility includes increasing awareness and participation with online educational outreach ([www.ExplorablePlaces.com](http://www.ExplorablePlaces.com)), assisting with major school grants at 10-12 locations (Alliance Project grants), invoicing for payments to members for program delivery (Pathways), serving as a core hub of information between and among executive directors, marketing, volunteer coordinators, development, education and visitor services staff to teachers and citizens. This position also develops and modifies new programs as identified from members and the Board of Directors.

For more information: [www.SCCollaborative.org](http://www.SCCollaborative.org)

**ESSENTIAL DUTIES:**

- Plans, implements and coordinates the SCC programs including the Joint Database, education activities, and other initiatives as determined by the SCC Board of Directors;
- Provides strategic vision and implementation for new ventures from Roundtables and SCC Board;
- Proposes and justifies the \$250,000 annual budget related to programming and administrative costs;
- Coordinates and manages all approved program budgets, invoices, payments, and contracts;
- Maintains a high level of organization for invoicing, communications, and program delivery;
- Builds and grows community liaisons focusing on the seven county Denver metro area;
- Maintains website updates to: [www.SCCollaborative.org](http://www.SCCollaborative.org);
- Develops and recommends annual goals and objectives;
- Works closely with external accountants, the Treasurer, and contracted auditing firm;
- Coordinates meetings and communications of the SCC Board of Directors;
- Coordinates task forces/working committees and acts as liaison to committees as appropriate;
- Coordinates and facilitates the orientation of new SCC organizations and staff;
- Ensures compliance with all governmental laws, rules, regulations and filings to maintain the SCC’s non-profit status;
- Performs additional duties as assigned.

**REQUIREMENTS AND EXPECTATIONS:**

Bachelor's degree with priority given to candidates with degrees in non-profit management, education or related field, or 3-5 years' experience in non-profit management, education, or related field. Arts and/or science background preferred;

Colorado Driver's License and clean driving record;

Must have a car and the ability to drive to off-site locations;

Understanding and experience working with schools, educators, curriculum ideas, school districts;

Concise and clear writing skills for emails, reports, proposals, press releases;

Very strong verbal skills;

Flexibility in office location – the SCC has no permanent office & the Director works out of various cultural organizations;

Leadership and meeting facilitation skills;

Ability to use technology to achieve administrative efficiencies;

Knowledge and skills of basic software – currently, Office 365, Word, Excel, PowerPoint;

Ability to work with various online platforms – website (Webstarts), email (Outlook & My Emma);

Track invoices from and to members, schools, individuals and mileage reimbursement;

Basic budgeting and accounting skills;

Willingness to adjust work flow hours as needed for project deadlines;

Awareness of the structure, purpose and functions of the SCFD;

Adherence to SCC Bylaws and the Employee Handbook.

**Other considerations:**

Ability to problem solve, apply good judgment, and be able to work with a variety of people;

Ability to organize and monitor multiple job-related functions;

Keen sense of self-motivation and self-direction reporting to, but without daily oversight by, the Executive Committee;

Personable, friendly, outgoing demeanor with a good sense of humor with all ages;

Desire to work positively with a variety of personality types in a variety of organizations;

Ability to facilitate cooperation and operate with creativity, flexibility, and constant change;

High standards of integrity and professionalism;

Provide a welcoming attitude for newcomers at meetings and at organizations;

Must make good decisions on a day-to-day basis regarding program issues, and interaction with other professionals;

May supervise or provide direction to part time or contracted staff.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Scientific and Cultural Collaborative is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board and staff with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. The SCC does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We are committed to providing a work environment free from discrimination and harassment.

**TO APPLY:**

Email a cover letter, resume, and salary history to the SCC Personnel Committee (include "Director Application" in subject line) no later than Friday, June 29, 2018 to: [SCCollaborative@outlook.com](mailto:SCCollaborative@outlook.com)

If needed:       Scientific & Cultural Collaborative  
                      P.O. Box 201995  
                      Denver CO 80250