



POSITION:	President & Chief Executive Officer
ORGANIZATION:	CuriOdyssey
LOCATION:	San Mateo, California
WEBSITE:	www.curiodyyssey.org
ORGANIZATION:	The mission of CuriOdyssey is to inspire a love for science and curiosity about the world, creating a brighter future. Located in Coyote Point Park in San Mateo County, CuriOdyssey focuses on creating a vital, family-centric interactive science center and AZA-accredited zoo that provides up-close and personal experiences with the natural world. DEI has been a focus of the organization both at the staff and Board levels since 2021. The organization comprises a strategic and engaged Board of Directors, visionary executive leadership, and a talented, energetic, and entrepreneurial staff. They have a strong commitment to making science education fully accessible and inclusive, which is integrated into our strategic planning, governance, and daily operations. A core part of this commitment is ensuring access for all, regardless of economic means. They provide free and low-cost entrance through programs like Museums for All and Military and Teacher discounts. They also create an inclusive and welcoming environment through initiatives like Sensory Sundays and by designing our new facilities, such as the WHOOOSH! playground, to be universally accessible. CuriOdyssey is supported by 45 staff and 75+ volunteers. They welcome over 180,000 visitors annually and have an annual operating budget of approximately \$6 million.
REPORTING RELATIONSHIP:	The Chief Executive Officer reports directly to the Board of Directors.
POSITION SUMMARY:	CuriOdyssey is seeking a President & Chief Executive Officer (CEO) who is excited to inherit a skilled and dedicated organization recognized in the community as a leader in early science education. The President & CEO will bring proven experience building strategic plans and leading strong operational and financial performance, and will foster a culture of trust, collaboration, and

accountability. They are a champion of equity, diversity, inclusion, and accessibility. Their vision will inspire and motivate colleagues and volunteers to advance CuriOdyssey's offerings through thought-provoking, interactive, and immersive experiences, which will empower CuriOdyssey to inspire and delight visitors of all ages, means, and abilities on a whole new level.

The ideal candidate will be a highly collaborative thinker with experience in managing similar nonprofit entities, such as museums, educational organizations, and science organizations. Prior extensive experience with nonprofit fundraising is required. This role will focus 50% of their time externally (fundraising, government/external affairs, visible thought leader and brand advocate) and 50% internally (operations, finance, human resources, education, wildlife and conservation).

Key staff that report to the CEO include the Senior Director of Operations, Director of Development (open), Director of Marketing Communications, Director of Wildlife, Director of Exhibits, Director of Education, and Director of Conservation. Currently, Finance and Human Resources are outsourced.

SCOPE AND RESPONSIBILITIES:

The President & CEO will be responsible for the following areas:

I. LEADERSHIP OF THE ORGANIZATION

Staff

- Lead, manage, organize, and motivate staff.
- Build and direct a results-oriented team that delivers specific measurable results in all aspects of CuriOdyssey's deliverables.
- Lead the strategic planning and implementation of CuriOdyssey's strategic plan.
- Attract, develop, and retain excellent staff.
- Serve as an advocate for staff. Ensure the recognition of excellence in employee performance, as well as the development of employees' skills and effectiveness at the organization.

Board

- Ensure periodic and proactive reporting to the Board on the financial and operational status of CuriOdyssey that includes key metrics.
- Support, develop, and educate CuriOdyssey's Board of Directors, including committee support and development, good governance practices, information regarding the field of science museums and zoos, and information relative to the history, current practices, and plans of CuriOdyssey.
- Partner with the Board on their need to evolve in sync with the organization's growth.
- Ensure the Board is aligned with the organization's vision and goals.

- Communicate often and clearly with the Board, senior management team, staff, and volunteers.
- Attend all Board meetings as a non-voting member.

II. FINANCE/OPERATIONS/ADMINISTRATION

- Develop and manage an annual budget and operating plan for the organization, as well as maintain an appropriate cash reserve.
- Monitor financial performance and accountability. Provide regular feedback to staff and the Board.
- Working with the Senior Director of Operations on the organization's operational and capital fiscal performance.
- Oversee and implement the organization's policies, programs, and practices.
- Execute the strategic plan, driving towards desired outcomes. Report on said outcomes. Ensure that quality data is captured, analyzed, and utilized to inform data-driven decisions. Based on operating results and data analysis, make the appropriate adjustments and/or recommendations to influence the plan/strategy going forward.

III. PROGRAMS/EXHIBITS/EDUCATION

- In partnership with staff leadership, evaluate and update exhibits, galleries, and program offerings to ensure they reflect the mission, vision, and values of CuriOdyssey.
- Provide leadership and management of broad and diverse programs and service offerings to meet the needs of the communities served.
- Oversee the function that delivers programs that are both informative and entertaining and that are aligned with the important topics around STEAM, and that appeal to diverse communities and demographics.
- Proactively assess trends and competitive offerings to develop and align CuriOdyssey's program plan offerings.

IV. DEVELOPMENT/MARKETING/COMMUNICATIONS

- Working with development, expand and enhance a diversified fundraising program that includes, but is not limited to, major individual giving, planned giving, foundation, corporate, government, in-kind, and special events.
- Establish community and business partnerships to achieve CuriOdyssey's vision of science education and conservation.
- Lead capital fundraising campaign.
- Management of existing and cultivation of new donor relationships, including individual donors, corporations, and foundations, as well as government agencies.
- Act as the lead spokesperson for CuriOdyssey and represent CuriOdyssey at public functions.
- Cultivate and develop increased visibility of CuriOdyssey and foster excellent public relations to enhance the organization's image and the stature of those served by CuriOdyssey.

- Responsible for developing and implementing the marketing and communications plan.
- Take an active role as a thought leader in science, conservation, education and philanthropy.

QUALIFICATIONS:

Leadership and Management

- 10+ years in an executive leadership role for a museum, zoo, or school preferred.
- Experience in or significant exposure to a membership, guest/audience, or attraction-driven organization. Previous zoo or animal-related experience is a plus.
- Experience in building, motivating, and developing staff as an effective leader within a cross-functional team setting.
- Organizational leadership and decision-making abilities, with the capacity to balance both long- and short-term objectives in a timely, consistent, and appropriate manner.
- Skilled in developing and growing team members and managing to high levels of performance.
- A positive role model and effective coach for other managers.
- Must have demonstrated the ability to work compassionately and respectfully with people from all backgrounds and cultures.
- Commitment to providing equitable access to science for the community.
- Prior success in nonprofit financial management is required for this role.

Skills and Competencies

- Excellent communication skills, both oral and written, supported by the ability to use technological tools.
- Proven organizational skills, including the ability to manage multiple tasks and projects simultaneously and produce high-quality results quickly and on time.
- Critical thinking, problem-solving, accuracy and attention to detail.

Additional Qualifications

- Self-motivated with the ability to work independently and as part of a team with great energy and persistence.
- Experience working with diverse constituencies.
- Familiarity with a science-based organization is a plus.
- Previous experience working with the Board of Directors is a plus.

PERSONAL CHARACTERISTICS:

The CEO should embody the following personal characteristics:

- A deep commitment to the goals and mission of CuriOdyssey.
- A personable, flexible, diplomatic and respectful demeanor.
- High ethical standards and a commitment to transparency.
- Proven ability to serve as a team player, mentor and leader to motivate and inspire staff and colleagues, especially as it relates to the vision for the organization.
- A well-organized and focused individual who is capable of and

interested in increasing the effectiveness of the staff.

- Extremely proactive approach to work and solutions oriented.
- Proven political acumen and track record of building trust with various constituencies. High ethical standards.
- A good listener and strategist. Comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan.
- Intrepid yet tactful. Determined yet respectful of others' concerns. A skilled negotiator who is open to other viewpoints.
- Decisive decision maker with strong judgement who collaborates with the team.
- Ability to work both independently with minimal supervision and cooperatively in a team environment.
- Self-starter with the ability to quickly create a positive network of relationships.
- A hard worker with a high energy level. A 'doer' with a willingness to work hands-on when necessary.
- Ability to work well under pressure and adapt easily to changing situations and priorities. Sound judgment and consensus-building skills.
- Willingness to accept additional responsibilities as requested by the Board of Directors.
- Impeccable integrity, entrepreneurial spirit and a sense of humor.

EDUCATION:

A bachelor's degree is required. An advanced degree would be preferred.

COMPENSATION:

The target compensation range for this position is \$225,000 to \$250,000, which will be determined based on the candidate's background and experience.

CONTACT:

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CuriOdyssey strives to cultivate a diverse work team and welcomes applications from candidates who will contribute to that diversity. CuriOdyssey is an equal opportunity employer and considers applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by federal, state, or local laws. All inquiries are kept strictly confidential.