



# Executive Director Prospectus

1 COLLEGE STREET | BURLINGTON, VT | 802-864-1848 | ECHOVT.ORG



# INTRODUCTION



The ECHO, Leahy Center for Lake Champlain, located on the waterfront in Burlington, Vermont, is an innovative, hands-on science museum and native animal aquarium. Guided by our mission to “inspire and engage families in the joy of scientific discovery, wonder of nature, and care of Lake Champlain” ECHO is dedicated to providing high-impact science-based learning experiences both inside and outside our museum’s walls.

ECHO was founded more than 20 years ago with a vision to be a beloved community resource integrated into the Burlington community. Since then, ECHO has consistently recognized the importance of connecting the community to science and environmental stewardship through education. Now, with a focus on STEM education and building on our deep history of connecting the public to native wildlife, we serve more than 170,000 guests annually. ECHO is viewed, throughout Vermont and beyond, as both a trusted educational resource and an engaging attraction space.





**ECHO Early Learning (EEL):** Through a free, weekly play-based learning program ECHO prepares children within the New American, refugee, and under-served populations of Vermont to transition to formal kindergarten. This informal caregiver-care program supports children's learning readiness and provides caregiver resources that foster enriching home environments.



## OUR WORK: SCIENCE-BASED LEARNING INSIDE & OUT



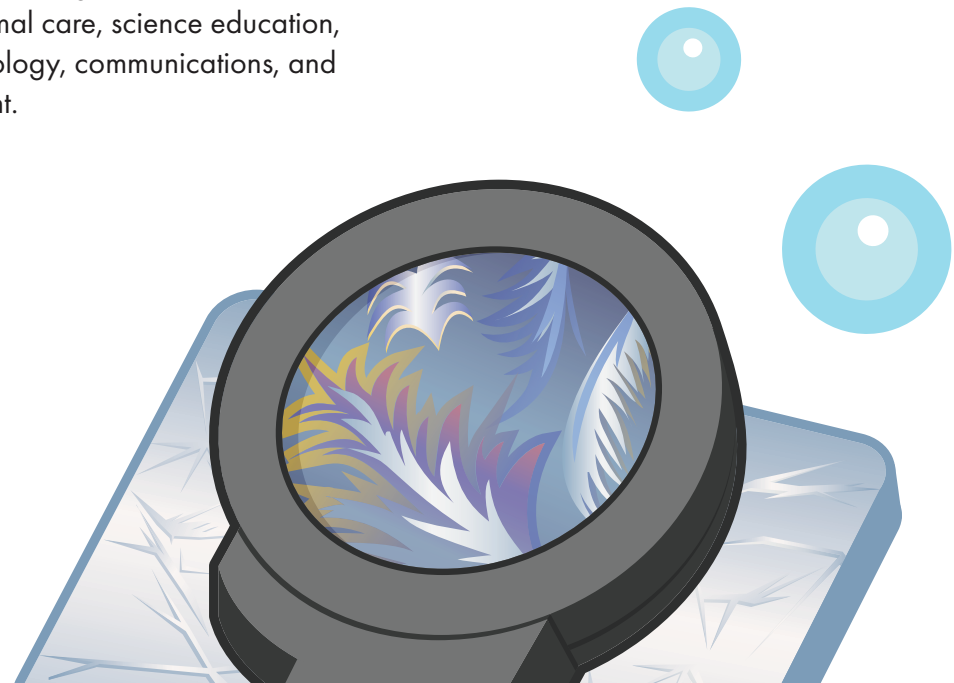
**Teacher Institute:** ECHO supports STEM learning by providing teachers with curriculum development through model classroom programs and ongoing instructional coaching. A specific focus is given to facilitating high-quality STEM learning experiences by applying science to solve problems.

**E-Team:** Our year-long teen leadership program inspires 9th to 12th-grade students to develop career skills in leadership, goal setting, diversity and inclusion, public speaking, science communication, financial literacy, and teamwork while serving as science facilitators within the museum.

**College Intern Program:** Annually, 40+ undergraduate students gain career-relevant experience in animal care, science education, information technology, communications, and event management.

**FourScienceVT:** ECHO, in partnership with the Fairbanks Museum, Montshire Museum, and Vermont Institute of Natural Science, addresses the STEM education needs of Vermont communities during the Covid-19 pandemic and beyond.

**Community Partnerships:** We actively engage with more than 70+ community partners and serve as the home for a consortium of organizations working for public and academic engagement in science: the Lake Champlain Basin Program; the University of Vermont's Rubenstein Ecosystem Science Laboratory and research vessel; US Sea Grant Watershed Alliance; and the Lake Champlain Navy Memorial located in Hoehl Park.





## OUR PEOPLE AND OUR COMMITMENT TO DEI



With teaching and learning as core to our mission, people are central to ECHO's ability to achieve our goals. Each day, our dedicated team of 30 staff, 40 interns, and 125 volunteers apply their skills, knowledge, and commitment to ensuring positive guest experiences.

ECHO is dedicated to creating a space where diversity and equity are sought and celebrated. We are breaking down barriers so that all visitors can experience the joy of scientific discovery and the wonder of nature. We take our role as a community science center seriously and prioritize inclusive experiences for guests, grounded in direct community feedback. Our ongoing professional development opportunities regularly focus on diversity, equity, and inclusion; informing and shaping the practices of our individual roles and collective responsibilities in ways that support both our visitors' experiences and our staff's working environment.



Through partnerships with other nonprofits in Vermont, ECHO's Open Door Access Program eliminates financial and cultural barriers by finding affordable and equitable ways for all members of our community to access ECHO's services and resources. Currently working with more than 70 social service partners, ECHO provides approximately 33,000 free or significantly reduced admission recipients and 3,000 complimentary memberships.



## OUR LOCATION: BURLINGTON, VERMONT



A vibrant, small city nestled on the eastern shoreline of Lake Champlain, Burlington is regularly heralded as one of the best places in the United States to work and live. Visitors are awed by the beauty of Lake Champlain, with its sparkling waters cradled between the Adirondacks and the Green Mountains.

Chittenden County, which includes Burlington and 17 other cities and towns, is home to 168,000 residents—approximately 25% of the state's population. As such, Burlington and Chittenden County serve as the economic center of Vermont.

Both the University of Vermont and its associated comprehensive Medical Center are located in Burlington, as are many of the state's largest employers. Residents thrive on the area's outdoor recreational opportunities, enjoy an array of farm-to-table dining options, and benefit from convenient access to Burlington International Airport.

ECHO is located in the heart of the bustling Burlington Waterfront with immediate access to Waterfront Park, the City's boardwalk promenade, recreation path, community boathouse, and public marina.



# EXECUTIVE DIRECTOR POSITION

## Executive Director: Leadership Priorities

The Executive Director will provide overall leadership and management of the day-to-day operations of the museum and its staff, in alignment with ECHO's mission. The Executive Director will have the opportunity to focus on the following four Board-identified priorities:

### 1. Design and Implement a Compelling Strategic Plan

- Building on the success and strengths of the past, in partnership with the Board of Directors, lead the development of a bold and compelling strategic plan.
- Chart a path to an expanded geographic presence and increased engagement throughout Vermont.
- Align stakeholders to work collaboratively toward common goals and clearly articulated priorities.

### 2. Build Additional Financial Capacity

- Build on the museum's solid financial footing by developing new financial resources to support the objectives of the strategic plan.
- Target solicitations for capital renovations over the next 2 - 3 years.
- Cultivate funds through both individual solicitations and grant and foundation-sourced contributions.
- Explore mission-aligned entrepreneurial opportunities that have the potential to advance ECHO's vision. Invest in initiatives that enhance the visitor and learner experience while strengthening revenues.
- Collaborate with non-profit partners to maximize resources, minimize expenses, and increase community impact.

### 3. Engage Externally

- Promote ECHO to increase awareness and strengthen its reputation throughout the State and region.
- Develop meaningful organizational relationships that deepen and expand the museum's relevance.
- Build relationships with constituents or stakeholder groups critical to the success of the museum.

### 4. Develop the Internal Team

- Lead with a coaching mindset that supports employee development to drive organizational results.
- Cultivate a diverse and inclusive work culture that supports and retains talented and diverse staff.
- Engage with staff to ensure a strong understanding of the diversity of their experiences and needs.
- Foster the development of individual and team effectiveness throughout the organization.

## CONTACT

Application materials, including a resume and letter of interest, should be submitted to **ECHOED@hawleyconsultingservices.com**. All materials will be considered confidential throughout the search process unless otherwise arranged with the candidate. Nominations and inquiries should be directed to **Katie Hawley** at **ECHOED@hawleyconsultingservices.com**

**Deadline:** Applications will be accepted until an appointment is made. Submission of materials by **October 21** is preferred.

## Qualifications & Capabilities

Strong candidates will possess the following:

- Visionary and strategic leadership skills
- Bachelor's Degree plus a minimum of 5 years leading complex organization or unit
- Science credibility, garnered through a combination of academic and/or professional science experience
- High emotional intelligence and outstanding interpersonal skills
- Transparent and consultative decision-making style
- Exceptional communication skills
- Ability to build and develop teams
- Evidence of commitment to inclusive and equitable work environments
- Direct experience with fundraising
- Entrepreneurial mindset coupled with knowledge of best practices

The Executive Director position requires a flexible schedule to meet the various responsibilities and demands of the role, with the recognition that the museum is open daily. The Executive Director position is neither a fully remote nor a permanently hybrid position.

ECHO requires all employees to be fully vaccinated against COVID-19.

ECHO is an equal opportunity employer and welcomes candidates for employment who will contribute to our diversity.