



Job Title: Director of Community Partnerships

Reports to: Senior Director of the Museum Experience

Weekly Hours: 40

Weekly Schedule: Monday to Friday with occasional evenings and weekends

Salary: \$50,000-\$55,000

Date: September 28, 2021

Position Overview:

The Director of Community Partnerships, a critical member of the Museum Experience team, is responsible for building and sustaining meaningful community relationships with organizations serving diverse populations of children and caregivers; working closely with other Museum Directors to provide an excellent experience for all audiences; and serving as the Museum's point person for accessibility-related endeavors. The ideal candidate is an outgoing and mission-driven professional who thrives on building strong relationships with community-based organizations, co-creating and providing resources for children and families, and has experience in managing collaborations in a multicultural setting. The Director of Community Partnerships is a key external representative of the Discovery Museum and exemplifies the Museum's commitment to equity, diversity, accessibility, inclusion, and belonging.

Principal Duties and Responsibilities:

- Oversee and advance the Museum's vision for community engagement and ensure its understanding of family and community interests, needs and priorities.
- Identify opportunities for the Museum to listen and respond to community needs by inviting conversation and collaboration to build fruitful relationships with potential partners, rooted in listening and learning to identify shared goals.
- Develop and maintain community relationships that may enrich the Museum's offerings and extend its reach to include more children and families who face barriers to access.
- Manage and grow partner-based initiatives, supporting and leveraging the Museum's community-focused partnerships across departments.
- Work with other Museum Directors to set goals and implement strategies related to building community engagement, implementing initiatives, and monitoring progress.
- Represent community interests, needs and priorities to support opportunities for co-creation with partner organizations and inform development of Museum experiences.
- Lead development of the Museum's longstanding position on accessibility, serve as the primary contact for accessibility-related inquiries, and collaborate with other departments to provide an excellent experience for all visitors.
- Create and host a variety of accessibility events, including an annual slate of *Epecially for Me* programs, in collaboration with community partners.
- Represent the Museum at events and community forums, participate in offsite community partner events, and manage and utilize the Museum's Community Activities Kit to the best extent.



- Track and regularly report on the Museum's *Access for All: Open Door Connections* goals and manage an organization-wide contacts database of community partners.
- Support staff capacity-building efforts by leading training opportunities relevant to the Museum's work with partners and the communities they serve.
- Additional duties as needed or required.

Supervision Received:

The Director of Community Partnerships reports directly to the Senior Director of the Museum Experience.

Qualifications & Skills:

Enthusiasm for the mission of the Museum. 3+ years of professional experience working with historically marginalized communities or facilitating community outreach programs. Experience with child- or family-focused education and advocacy programs. Excellent written and verbal communication skills, strong presentation skills, and ability to facilitate meetings and build consensus. Ability to think strategically and establish long-term goals. Willingness and ability to travel throughout the Greater Boston region. Valid driver's license and personal transportation preferred. Multi-lingual fluency a plus.

A successful CORI check and proof of full COVID-19 vaccination will be required at time of offer.

To apply, please send cover letter and resume to [Brindha Muniappan](#), with the position title in the subject line. No phone calls please.

Discovery Museum is an Equal Opportunity Employer and committed to providing a welcoming and inclusive space for all.