



## Fab Lab Tulsa

Kendall-Whittier Neighborhood | Tulsa, OK USA

**POSITION:** EXECUTIVE DIRECTOR

**COMPENSATION:** SALARY and BENEFITS

### SUMMARY

Fab Lab Tulsa, Inc. seeks a capable and energetic leader to serve as its first Executive Director. Fab Lab Tulsa, Inc. (FLTI) was incorporated as an Oklahoma non-profit in July 2010, and received its full 501(c)3 status from the IRS in September 2011.

The Executive Director is the Chief Executive Officer of Fab Lab Tulsa Incorporated. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

The successful individual will work with the founders of the organization, an actively involved Board of Directors and the current Lab Manager to oversee daily administrative operations including, fundraising, marketing, financial management and programming; supervise Lab operations with assistance of key staff and volunteers; create and manage strategic partnerships with local and state entities and individuals; and maintain a safe and transparent environment for Lab users.

### JOB DESCRIPTION

In program development and administration, the Executive Director will:

1. Work with the Board of Directors to assure the organization follows its long-range strategy to achieve its mission, making consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain organizational records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it through regular reports and correspondence.
2. Publicize the activities of the organization, its programs and goals using methods including but not limited to traditional, non-traditional and social media techniques.
3. Establish sound working relationships and cooperative arrangements with key individuals, community groups and organizations.



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4. Represent FLT's interests to agencies, organizations, and the general public at the local level and beyond.

In relations with paid staff and volunteers, the Executive Director will:

1. Be responsible for the recruitment, employment, development and release of all personnel, both paid staff and volunteers.
2. Ensure job descriptions are developed, regular performance evaluations are held, and sound human resource practices are administered.
3. See that an effective team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing an annual budget, as well as preparing subordinate budgets for projects, programs or events.
3. Ensure the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with designated directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

In operations and facilities, the Executive Director will:

1. Oversee staff to ensure that the facility and equipment is clean and operating safely; and is maintained properly at all times, including retaining an accurate record of all maintenance.
2. Maintain accident and incident reports, for summary to the Board of Directors and any applicable regulatory agencies.
3. Maintain training records for the staff and volunteers.
4. Monitor and maintain appropriate stores of raw materials, as well as management thereof to ensure appropriate and timely use.

In other matters, the Executive Director will:

1. Develop basic expertise of the concept and practice of Fab Labs, enough so to answer basic level questions which may be asked during tours, by visitors, members or by funders.
2. Encourage a creative, inviting and dynamic lab atmosphere which fosters interaction and collaboration.
3. Travel as required, including internationally, to advance the Fab Lab Tulsa and global Fab Lab agenda.



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### DESIRED QUALIFICATIONS

The successful candidate will have some or all of the following attributes:

1. A demonstrated capability to lead teams and oversee facility management, with preference given for non-profit leadership or management. Minimum five (5) or more years of experience, as is familiarity with the development and implementation of strategic plans.
2. A demonstrated capability to lead, organize and execute fund raising plans, with preference given for personal face-to-face solicitation and experience with grant writing. Writing samples are requested, as is a summary of career funds raised.
3. A demonstrated capability to work successfully with the public; experience or aptitude for working with diverse populations. Basic fluency in Spanish is preferred, but not required.
4. An aptitude for creativity, invention and entrepreneurial pursuits; and an ability to help cultivate those qualities in others.
5. A minimum of a bachelor's degree from an accredited university.