

Executive Director, Loveland CreatorSpace

Loveland CreatorSpace Executive Director Job Description

Job Summary

- Loveland CreatorSpace is seeking an enthusiastic and visionary Executive Director whose primary responsibility is to drive the growth and expansion of the membership while leading and overseeing the day-to-day operations of this community-driven makerspace. The Executive Director will lead strategic initiatives, develop partnerships, and implement marketing and outreach strategies to attract and retain individuals, families, and organizations passionate about making and creating. Your desire for making, innovation, and community building will be essential in creating a vibrant and inclusive space for makers and creators to flourish, ensuring the long-term success of Loveland CreatorSpace.

Responsibilities

- Strategic Leadership:
 - o Lead the development of a compelling vision and strategic plan for Loveland CreatorSpace to achieve its mission and long-term objectives.
 - o Act as an ambassador for Loveland CreatorSpace to cultivate strategic partnerships and collaborations with local businesses, community organizations, educational institutions, and industry stakeholders to expand CreatorSpace's visibility. Leverage these relationships to promote joint initiatives, events, and programs that enhance membership opportunities.
- Membership Growth and Retention:
 - o Develop and execute a comprehensive membership growth strategy that aligns with Loveland CreatorSpace's objective of doubling the membership in the next three years.
 - o Develop and implement marketing strategies across various channels (online and offline) to increase awareness of the CreatorSpace and its offerings.
 - o Utilize social media, newsletters, events, and other platforms to engage with potential members (creative families, makers, professionals, and organizations), showcase success stories, and promote the benefits of membership.
 - o Foster a vibrant and inclusive community of makers by organizing regular networking events, workshops, classes, and collaborative projects.
 - o Proactively gather feedback, address concerns, and identify opportunities for improvement. Utilize this information to implement initiatives and programs to ensure high member satisfaction and retention rates.
- Resource Management:
 - o Support the budget and financial resources of Loveland CreatorSpace, ensuring responsible fiscal management.
 - o Source funding through donations, sponsorships, and fundraising initiatives to support CreatorSpace's sustainability and growth.
- Other Leadership Activities:
 - o Oversee the day-to-day operations of CreatorSpace, ensuring a safe, clean, and welcoming environment for all members.

Executive Director, Loveland CreatorSpace

- Collaborate with the team to curate and coordinate a diverse range of workshops, classes, and events that align with the interests and needs of members.
- Provide a monthly report to the Board of Directors.

The Board reserves the right to modify or assign additional duties and responsibilities as the need arises.

Performance Metrics

1. Membership Growth
2. Membership Retention
3. Facility and Equipment Improvements
4. Equipment Uptime
5. Facility Cleanliness and Organization
6. Volunteer Involvement

Qualifications

- Required:
 - Bachelor's degree in business administration, marketing, engineering, science, education, technology, or a related field or equivalent experience and/or training.
 - Proven experience in membership growth and community development, preferably within a makerspace, co-working space, or a similar creative environment.
 - Excellent communication and interpersonal skills, with the ability to build relationships, influence stakeholders, and engage a community of diverse stakeholders.
 - Passion for the maker movement, creativity, and innovation.
 - Ability to work flexible hours, including evenings and weekends, as required.
- Desired:
 - Financial experience in budget management.
 - Familiarity with tools, technologies, and equipment.
 - Strong marketing expertise, with a track record of successful marketing campaigns and initiatives.
 - Strategic thinker with exceptional problem-solving skills and the ability to adapt to a dynamic environment.

Join Loveland CreatorSpace as the Executive Director and lead the charge in growing our membership base. Together, we'll create an inspiring and collaborative community where makers can thrive and turn their ideas into reality.