

## ISTAR Manager

<b>Classification:</b>	Full-time, Salaried, Exempt
<b>Anticipated Salary Hiring Range:</b>	\$56,500-\$68,000
<b>Other Information:</b>	Benefit Eligible <i>Flexible schedule required, including regular weekday hours with frequent evening and weekend work required.</i>

Fort Collins Museum of Discovery (FCMoD) is a unique public/private partnership that engages visitors in an innovative learning environment. As an AAM accredited museum (American Alliance of Museums), and only ASTC-affiliated museum (Association of Science & Technology Centers) in Northern Colorado, FCMoD occupies a pivotal space in the cultural and educational life of our region and creates extraordinary opportunities for visitors to engage with experiences that explore the interplay of science and culture in ways that are deeply relevant to our community, our geography, and our shared history.

FCMoD promotes a team environment where curiosity, not certainty informs our work. The ISTAR Manager will utilize this mindset to successfully cultivate relationships, foster collaboration, and support a culture of trust with colleagues, partners, and stakeholders.

The ISTAR (Indigenous, Science, Technology, Arts and Resilience) Program provides year-round support for Native American/Indigenous (NA/I) youth and their families through culturally relevant and sustainable experiences aimed to grow resilience, develop a sense of identity as NA/I community members, and exercise agency to shape their futures.

ISTAR has grown to participate in and lead programs for NA/I families in the many ways. The ISTAR Manager is expected to foster key initiatives such as:

- A multigenerational, **multi-week** summer camp experience at the museum.
- Year-round, weekly after-hours drop-in tutoring sessions for NA/I students.
- Expanding programming for junior/senior support cohort as well as Youth Advisory Board, with a focus on middle and high school aged youth.
- Maintain and grow relationships for annual gatherings such as powwows, community harvest dinner, field trips, back to school nights, etc.

A successful candidate will support the ISTAR program in its current iteration and lead the expansion of programs and experiences tailored to community needs, such as mentoring, workshops, trainings, and peer support programs. Additionally, this position will work to ensure related programs offered at FCMoD are operated effectively, utilizing learnings from the ISTAR program to create a cohesive learning experience for the broader community.

This position is funded through a 2-year grant that will expire on September 30, 2026. Continuation of this role beyond the grant period is dependent on future funding opportunities.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage and facilitate ISTAR family and community programs including events, performances, demonstrations, and activities.
- Engage with community, maintaining regular communication and outreach, such as attending community events, cultivating relationships with leaders in the community, and connecting with prospective participants/families.
- Work with the organizational network on project teams and during events, infusing culturally responsive concepts and best practices to inform our work.
- Support the development and staffing of ISTAR programs and related museum programs.
- Identify and build meaningful relationships that foster engagement, trust, and collaboration between colleagues, local organizations, and community.
- Work with the organizational network to integrate best practices for training and staffing across all museum camps, ensuring a positive and productive learning environment.
- Collaborate with partners to design and implement programs that are reflective and responsive of community needs and input, engaging colleagues across the museum to collaborate on resources and cross-program support.
- Strengthen existing relationships with partner organizations such as local school districts, regional colleges, universities, and other partners.
- Remain up to date on innovative and best practices related to community and youth engagement.
- Help shape FCMoD to better serve museum and community goals.
- Develop and implement responsive evaluation tools with stakeholders and use findings to improve and pilot new activities.
- Work across the organizational network to establish, implement, and monitor program budgets, and scope of programs to serve target audiences.
- Collaborate with philanthropy team to research potential funding sources to help support program initiatives and future growth. Provide support for funder cultivation, grant applications and reporting requirements.
- Other duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrated cultural competence to effectively interact, work, and develop meaningful relationships with people of diverse identities, perspectives and cultural backgrounds.
- Excellent written and verbal communications skills, administrative skills, and high attention to detail.
- Proven cross-cultural awareness skills.
- Experience in organizing projects, creating organizational plans, meeting deadlines and managing details.
- Experience in establishing effective working relationships with volunteers, interns, colleagues, managers, and community members; ability to work in a team environment and to work independently.
- Understand issues and conditions facing under-resourced youth and their caregivers.

- Ability to always represent FCMoD in a professional and positive manner.
- Proficiency with computer applications, including Microsoft Office, Adobe, and internet-based platforms. Experience with Altru software a plus.
- Ability to travel to various locations in Fort Collins.

## **EDUCATION & EXPERIENCE**

- Demonstrated experience working with Indigenous communities.
- Demonstrated peer leadership experience.
- At least one year of experience either as an educator/mentor or pre-service educator/mentor in a formal or informal environment.
- At least one year of college with emphasis in science, history, culture, or a related field.
- Other direct and relevant experience may be considered and substituted for experience and education requirements.

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The museum may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

## **LANGUAGE SKILLS**

Ability to effectively and concisely present information, speak before different groups, and respond to questions from community members, coworkers and stakeholder groups. Ability to write, prepare and deliver effective reports, business correspondence and presentations. Proficiency in a language other than English, including the most spoken languages of our community (Spanish, Arabic, Korean, or Mandarin Chinese) is highly desirable.

## **SUPERVISORY RESPONSIBILITIES**

This position may supervise staff, task assignments, and manage volunteers, fellows, and mentors.

## **VALUES-BASED BEHAVIORS**

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines.
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner.

- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD.
- Follows rules, regulations, and policies. Positively contributes to implementing changes.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the above duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and perform moderate physical activity both inside and outdoors. Use hands to handle, feel or manipulate tools and materials. The employee is occasionally required to reach with hands and arms and stoop, kneel crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to **50** pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

## **CERTIFICATES, LICENSES, & REGISTRATIONS**

Driver's license or ID card issued by a State or territory of the United States is required.

## **COMPENSATION AND BENEFITS**

- Classification: Full time, salaried, exempt
- Salary Range: \$56,500- \$76,546 annually
- Benefit eligible

The ISTAR Manager position is a salaried, exempt position that is eligible for defined benefits under the Fort Collins Museum of Discovery Nonprofit Partner. This position is eligible for 11 paid holidays, accrued personal time off and sick time. The nonprofit partner offers employee-sponsored health, dental and vision insurance; life insurance; long-term and short-term disability; optional retirement plan; and employee assistance program.

## APPLICATION INSTRUCTIONS

Interested applicants can apply by filling out the ISTAR Manager application at [fcmod.org/jobs](http://fcmod.org/jobs). Applicants should be prepared to upload a digital cover letter, resume, and three professional references. If there is a need, materials can be submitted to Michael Allison, Associate Director, at [mallison@fcmod.org](mailto:mallison@fcmod.org). Applications will be reviewed, and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.

## FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

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Signature

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Date