



ASTRONOMICAL SOCIETY OF THE PACIFIC

CHIEF EXECUTIVE OFFICER

A full time, exempt position

ABOUT THE ORGANIZATION: The Astronomical Society of the Pacific (ASP) is a 501c3 nonprofit astronomy organization, headquartered in San Francisco, whose mission is to inspire and support professionals, educators, amateurs and “armchair” enthusiasts. Founded in 1889 as a society to support amateur and professional astronomers, the ASP now also develops and disseminates astronomy education kits, training programs, publications, education resources, and online services and tools in its mission to inspire youth and adults. The ASP’s efforts target amateur astronomers, professional research astronomers, K-college classrooms, science museums, planetariums, national and state parks, nature centers, libraries, astronomy clubs, and families. The ASP partners with and receives financial support from NASA, the NSF, and other leading professional science and education organizations in North America and overseas. Financial support comes from a diverse portfolio of sources that includes government agencies, private and corporate foundations, corporate sponsorship, earned revenue, and donations from ASP members and the public. The Society also publishes and receives revenue from two professional journals: The Proceedings of the Astronomical Society of the Pacific (PASP) and the ASP Conference Series (ASPCS). The organization’s annual operating budget is approximately \$2,700,000, and the institution employs a staff of 15 people, mostly working in San Francisco, but increasingly working remotely outside the state of California. The Society also holds a number of assets, including equity in the San Francisco headquarters, as well as a portfolio of restricted and unrestricted investment funds. These assets total about \$7.5 million

POSITION SUMMARY:

The Astronomical Society of the Pacific (ASP) is seeking a dynamic and visionary Chief Executive Officer (CEO) who will lead the organization into the future through inspiring leadership, innovative organizational thinking, and excellent financial management. The CEO is responsible for the day-to-day operation of the society and its staff including administration, programs, financial management, fundraising, marketing and outreach, and reports directly to the Board of Directors. As the ASP’s lead spokesperson, the CEO represents the society to a wide range of stakeholders including its members, NASA, NSF, AAS, the amateur astronomy community, other astronomy and educational organizations, supporters, donors, and the general public.

Though the mission of the society is unchanged, over the past two decades there have been seismic shifts in the way astronomy and astronomy education materials, programs and resources are created, managed and disseminated. For example, the Internet and social media have fundamentally changed the relationship between the ASP and its members, program participants, journal and magazine subscribers, and donors. The ASP has also made fundamental changes in the workplace and now supports staff working fully remote and hybrid. At the same time, the society remains deeply committed to diversity and inclusion through its many programs and initiatives but recognizes this critically important work is in its infancy. All these changes in the landscape require innovative and creative leadership.



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RESPONSIBILITIES OF THE POSITION:

These are some of the emergent questions driving the exciting opportunities awaiting the new CEO who, as an inspiring leader with vision, leadership, and sound judgment, will lead the ASP's staff in a positive and inclusive workplace environment of teamwork, collaboration and creativity.

- What forward looking management structures and systems are appropriate to ensure effective operations, improved administrative efficiency, and increase the ASP's presence in the astronomical community and the public sphere?
- How can the ASP improve its financial management ensuring maximum resource utilization within budget, and maintain the Society's positive financial position?
- Can the ASP expand and diversify its funding strategies and how should development be emphasized in the ASP's future organizational design?
- In addition to maintaining and expanding current NASA and NSF funding, how can the ASP attract new donors, foundations, and corporations to support its mission?
- How can the ASP maintain the high reputation of its three major publications (*Proceedings of the ASP*, the *ASP Conference Series*, and *Mercury* magazine) and how can they best be leveraged in today's digital landscape?
- How should the ASP deploy new technology and social media to work with its audience? Are there new ways the Society should be disseminating its materials?
- How can the ASP most effectively leverage its highly skilled staff in a more distributed hybrid work environment, while maintaining its culture of teamwork, collaboration and creativity?
- How can the ASP's focus on diversity in all of its astronomy education initiatives and programs be further enhanced? How can diversity and inclusion continue to be developed internally?
- Should the ASP associate with other non-profit organizations to increase its impact?

QUALIFICATIONS AND EXPECTATIONS

As a CEO level position demanding excellent personal and personnel leadership, business, financial, and organizational skills, the following qualities are also highly desirable:

- A deep passion for astronomy with a strong understanding of the field, including the impact of new technology on education and public engagement. You are highly motivated to spread and stimulate science literacy worldwide.
- Demonstrated successful experience engaging with and supporting at least one stakeholder in the astronomy community, e.g. NASA, the NSF, researchers, amateurs, informal educators, K-12 science teachers etc.



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- Excellent strategic thinking and problem-solving skills, with an ability to anticipate and respond to changing technological and media opportunities.
- Experience in a leadership role, preferably as an ED or CEO or comparable senior management position.
- A successful track record in driving innovation and managing organizational growth.
- Exceptional financial and budget management skills, including strategy, analysis, decision-making and execution.
- Ability to assess operations at a strategic level utilizing strong organizational management skills, including planning, delegating, program development and task facilitation in a hybrid work environment.
- An emphasis of fostering growth and professional development of the ASP workforce through strong communications that assure employee engagement and enthusiasm for ASP initiatives,
- The ASP offers a hybrid work environment. For visibility, the position will be present onsite in the San Francisco office for an agreed upon percentage of time each month.
- Strong communication and advocacy skills, with the ability to engage with diverse stakeholders including educators, contracts administrators, scientists, policymakers and the general public.
- Knowledge of fundraising strategies and donor relations relevant to the nonprofit sector engaging with diverse volunteer and donor groups.
- Experience building collaborations with other organizations.
- Masters or PhD in astronomy or related science preferred.

COMPENSATION AND BENEFITS

This is a full time, exempt position with an annual salary ranging between \$150K to \$170K based upon qualifications and experience. The position includes medical, dental, vision, retirement, and other benefits.

HOW TO APPLY

Please send your resume along with a letter of interest on why you believe you are an ideal fit for this position to jobs@astrosociety.org