



## ***Job Description: President***

### **Organization's Mission**

The mission of FIRST Indiana Robotics is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. Expanding access to the program across the state boosts the number of Hoosier students entering the Indiana tech workforce and gives them the skills they need to thrive.

### **Roles & Responsibilities**

The FIRST Indiana Robotics **President** will:

- Develop the FIRST Indiana Robotics strategy and annual board approved operating plans and fulfill the operating plan of FIRST Indiana Robotics through leadership and execution.
- Develop and secure resources that will ensure the financial sustainability of the organization and meet FIRST Indiana Robotics short and long-term financial objectives (fundraising, donor relations, mission advancement).
- Conduct research on non-profit best practices for maintaining a professional and efficient organizational structure and culture through organizational policies, procedures, and standards alongside fiscal and programmatic oversight.
- Develop, implement, and maintain the organization's policies, procedures, and standards to enable FIRST Indiana Robotics to achieve short- and long-term goals and objectives in accordance with best practices.
- Increase the efficiency and consistency of delivering FIRST's progression of robotics challenges and programs (this includes the FIRST Robotics Competition (FRC), FIRST Tech Challenge (FTC), FIRST LEGO League (FLL) programs) within the state of Indiana.
- Support and maintain day-to-day operations by working alongside FIRST Indiana Robotics staff, Board of Directors, the staff at FIRST Inspires, and committee volunteers.
- Represent FIRST Indiana Robotics within the global FIRST community, Indiana state legislators, and corporate contacts.



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### **Required Qualifications and Skill**

The FIRST Indiana Robotics **President** is required to:

- Resident of or ability to relocate to Indiana.
- Have familiarity with the FIRST progression of programs (FRC, FTC, FLL). Experience with FIRST is highly desirable.
- Have strong marketing, public relations, and fundraising experience, with the ability to engage a wide range of stakeholders and communities throughout the state of Indiana and a proven record of securing grants or sponsorships in the amount of \$25K or more.
- Have a minimum of a Bachelor's degree, or equivalent experience, with a Masters degree (MBA, MPA, or other advanced degree) preferred.
- Have a minimum of 8 years' worth of experience in business and/or nonprofit management experience.
- Outstanding internal and external communication skills including the ability to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to professional development.
- Proven track-record of problem solving, critical thinking, and communication skills.
- Ability to work effectively in collaboration with diverse groups of volunteers and professionals.

### **Compensation**

The FIRST Indiana Robotics **President** position includes / can expect:

- **Salary Range:** \$75,000 to \$95,000 per year, commensurate on experience and qualifications.
- **Office Location:** While FIRST Indiana has access to a co-working space at the Indiana IoT Lab (9059 Technology Ln Suite #700, Fishers, IN 46038), day-to-day operations may be remote. The nature of the role requires travel and in-person attendance for meetings, events, and other activities. The expectation is that when required, the President will be in attendance in-person. To facilitate in-person attendance, candidates must reside within the state of Indiana.
- **Travel:** Statewide (15% - 25%)
- **Time Off:** 15 days paid time off in addition to 19 paid holidays, including the week of July 4th and last two-weeks of December. Time off also includes 10 paid sick days.
- **Benefits:** \$2,500 Professional Development Stipend, Dental, Vision, and Life Insurance options available.



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### **Application Instructions**

To apply, please send a cover letter and resume to [jobs@firstindianarobotics.org](mailto:jobs@firstindianarobotics.org).

FIRST Indiana Robotics grants equal opportunity to all qualified persons without regard to race, color, religion, gender, pregnancy, disability, age, national origin, military service obligations, veteran status, citizenship, sexual orientation, or any other category protected by law. FIRST Indiana Robotics provides equal opportunity in wages, promotions, benefits, and all other privileges, terms, and conditions of employment.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [lbyers@indianafirst.org](mailto:lbyers@indianafirst.org).