

# Asmbly Makerspace

## EXECUTIVE DIRECTOR

### ABOUT ASMBLY

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At Asmbly we share space, ideas, tools, and a passion for creating.

#### Mission

*To enrich Austin's maker community by providing a top-notch creative space with tools and educational opportunities in a multidisciplinary, inviting, and member-focused setting.* Engaging in a creative outlet offers a multitude of benefits that extend far beyond the act of creation itself. It's not merely about crafting something tangible; it's about nourishing the soul and fostering personal growth. This community becomes an inclusive space where diverse perspectives merge, leading to a rich exchange of ideas and experiences.

**Values:** Collaboration ♦ Compassion ♦ Curiosity ♦ Ingenuity ♦ Inclusivity ♦ Growth ♦ Harmony

### ABOUT THE OPPORTUNITY

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The **Executive Director** ("ED") is the senior-most staff leader at Asmbly and the primary point of accountability for organizational performance. This role requires someone who is equally comfortable setting long-term strategies and handling day-to-day operational realities, a builder and a steward who leads with transparency, earns trust across a diverse community, and can grow an organization without losing what makes it special.

The ED reports to and works closely with the Board of Directors on governance and strategy, and directly manages all paid staff. A genuine appreciation for making, hands-on creative work, and community-driven spaces is important. Asmbly is not a traditional office environment, and the right leader will find energy in that.

### WHAT YOU'LL DO

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#### Strategic Leadership & Board Relationship

- Collaborate with Board of Directors to set and execute Asmbly's long-term vision and strategic plan.
- As primary staff liaison to Board, attend all board meetings and report on organizational performance, risks/opportunities.
- Support board governance by contributing to the development of policies, documentation, and board processes.
- Assess Asmbly's progress against its strategic plan and provide regular reporting to the Board.
- Drive strategies for membership growth and retention that align with Asmbly's mission and financial goals.

#### Staff Management & Development

- Hire, supervise, and retain paid staff across all departments (Facilities, Education, Outreach, Membership, and Marketing).
- Conduct regular 1:1s, set clear expectations, and provide consistent feedback and performance accountability.
- Support professional development and create conditions for staff to grow in their roles.
- Foster a positive, communicative, and values-aligned organizational culture across staff and leadership.
- Ensure that roles, responsibilities, and reporting structures are clearly defined and documented.

#### Volunteer Program Oversight

- Ensure Asmbly's volunteer programs, including Shop Area Leads, stewards, and operational team volunteers, are well-structured, well-supported, and recognized for their contributions.
- Maintain clear boundaries between volunteer and staff roles to protect both parties and ensure operational accountability.
- Support volunteer leaders with the tools, guidance, and escalation paths they need to succeed.
- Oversee the volunteer membership benefit program and ensure it is administered consistently and fairly.

## Community & Culture

- Foster an inclusive, welcoming, and member-focused environment consistent with Asmbly's values.
- Serve as visible and accessible presence in Asmbly community, building trust across members, volunteers, and staff.
- Manage community concerns and conflicts with fairness and transparency, escalating to the Board when appropriate.
- Act as a primary spokesperson for Asmbly within Austin's maker, arts, nonprofit, and tech communities.
- Build and maintain partnerships with community organizations, educational institutions, and aligned nonprofits.

## Fundraising & Development

- Lead Asmbly's fundraising strategy, including grant writing, major donor cultivation, corporate sponsorships, and community campaigns such as Amplify Austin.
- Identify and pursue new funding opportunities aligned with Asmbly's mission and programming.
- Build and maintain strong relationships with existing donors and funding partners.
- Collaborate with the Board and any development committee on fundraising planning and execution.
- Ensure grant compliance, reporting, and stewardship are handled in a timely and professional manner.

## Financial Stewardship

- Oversee development and management of annual budget, ensuring financial health and diversified revenue.
- Supervise external financial services, including payroll administration, and tax preparation.
- Manage the organization's insurance policies, including general liability, property, worker's comp and others.
- Ensure financial controls, compliance, and risk management practices are in place and followed.
- Make informed financial decisions that balance organizational sustainability with mission-driven investment.

## Operational & Facility Oversight

- Ensure the safety, cleanliness, functionality, and accessibility of Asmbly's 13,000+ sq ft facility.
- Oversee capital improvements, equipment procurement, and facility planning in coordination with the Facilities Manager.
- Serve as the primary point of contact for emergency situations and critical operational matters.
- Ensure compliance with relevant safety, legal, and accessibility requirements.
- Oversee vendor and service provider relationships, including lease management and contractor agreements.

## Programs & Education

- Oversee the development and quality of class offerings, educational programs, and community events in coordination with the Director of Education & Outreach.
- Support expansion of programming, including youth programs, outreach initiatives, and scholarship opportunities.
- Ensure programs are financially viable, well-run, and reflective of community needs and organizational values.
- Champion accessibility and equity in programming, including scholarship and reduced-rate membership initiatives.

## WHAT YOU'LL BRING

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**Experience:** 5+ years in a senior leadership role; nonprofit experience strongly preferred.

**Financial Acumen:** Demonstrated ability to manage budgets, interpret financial statements, and oversee compliance.

**People Leadership:** Proven track record hiring, managing, and developing staff across multiple functions.

**Communication:** Strong written/verbal communication with diverse audiences (members, staff, board, donors, public).

**Community Orientation:** Genuine investment in building inclusive, value-driven community spaces.

**Environment:** Comfortable and enthusiastic working in a hands-on makerspace environment.

*Asmbly is an equal opportunity employer committed to creating an inclusive environment for all members and employees.*

**HOW TO APPLY:** Please email cover letter, resume, and three professional references to [amy@creuscounsel.com](mailto:amy@creuscounsel.com). Applicants are asked not to contact Asmbly (Board or staff) directly.