



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
lowell.edu | 928.774.3358

POSITION ANNOUNCEMENT
DIRECTOR OF OBSERVATORY OPERATIONS
Temporary through December 2025

The Director of Observatory Operations (DOO) is a member of the executive leadership team at Lowell Observatory, responsible for the operational effectiveness and efficiency of the organization as a whole. This role requires a dynamic and results-oriented leader with a proven track record of success in driving organizational success. The DOO reports to the Executive Director (XD) and will collaborate closely with the XD and other senior leaders to develop and execute strategic plans, oversee day-to-day operations, and ensure the organization meets its financial and operational goals.

The DOO supervises the Mars Hill Facility Manager, the Astronomy Discovery Center Facility Manager, the Visitor Experience Manager, the Venue Manager, and other functional managers as needed.

Lowell Observatory is an independent, 501(c)(3) institution that conducts research and outreach in astronomy and planetary science. Founded in 1894 by Percival Lowell, the observatory operates three sites: its main campus on Mars Hill overlooking Flagstaff, Arizona and two dark sky sites at Anderson Mesa and Happy Jack, 20 and 40 miles from Flagstaff, respectively. The new Astronomy Discovery Center opened in November 2024 and is drawing visitation at record levels. Lowell has an operating budget of \$22M and employs a staff of approximately 145 full-time and part-time individuals, and 40 volunteers.

RESPONSIBILITIES/FUNCTIONAL AREAS

Operations. The DOO will coordinate the definition and development of operations plans that will enable the next phase of the Observatory's future. Additionally, the DOO will enhance communication across all departments to ensure the developing vision for the Observatory's scientific and technical future is widely disseminated and understood so that staff in different departments can work together toward common goals.

Strategic Initiative Coordination. The DOO will be responsible for strategic coordination of projects, as directed by the XD.

Astronomy Discovery Center. The DOO will be the Operations Lead for the Astronomy Discovery Center (ADC). This will encompass supervision of the ADC Facility Manager, the Venue Manager, and the Visitor Experience Team. The DOO will work with these individuals as well as with the Director of Education to enable optimization of programming and visitor experience within the ADC and the campus experience.

Budgets. The DOO will manage the budgets for all functional areas assigned as direct reports. The DOO will also work with project managers to manage budgets for the Observatory's capital projects and will work closely with the Executive Director, the Chief Financial Officer, and the Chief Philanthropy Officer on financial strategy for the entire organization.

Other Possible Areas of Attention, prior experience in these areas will be viewed as a plus

Campus Infrastructure and Master Planning

Revenue Tracking and Profit Optimization

Business Development

KNOWLEDGE AND ABILITIES

- Excellent interpersonal and communication skills. Effectively communicate operational matters and policies.
- Knowledge of operations approaches and strategies, with a preference for such within a science-research-based institution and/or museum or science center.
- Experience in working strategically across the organization with a variety of individuals with varying skills and responsibilities.
- Experience in building consensus.
- Ability to identify complex problems, develop, and evaluate options and implement solutions.
- Assimilation and application of information to identify and evaluate options and implement solutions.
- Ability to integrate priorities, budgets, and schedules across multiple functional areas.
- Significant experience in administration and management of multiple employees with diverse skills and abilities.
- Familiarity with science and outreach missions at an astronomical observatory.

EDUCATION/EXPERIENCE

A bachelor's degree in a science or engineering field, or business administration, or equivalent experience is required. An advanced degree in Operations, Management, or other relevant field is preferred. Demonstrated experience in operations management is highly desired. Experience managing a diverse team at an observatory or similarly sized STEM-centered non-profit institution is highly desired. MBA and/or leadership coursework is a plus.

WORKING CONDITIONS

Working at a computer and sitting for extended periods. Walking around Lowell's hilly, high-elevation campus. Driving to remote telescope sites and elsewhere as needed. Candidate must have or be able to obtain a valid AZ driver's license and have an excellent driving record. A Motor Vehicle Department background check will be performed annually.

Status: Full Time, Temporary through 12/31/2025. Potential for extension depending on needs of the Observatory.
Compensation Type: Salary
Compensation: \$130k-\$150k DOE
Benefit Eligible: Yes*
FLSA Classification: Exempt
Location: Flagstaff, Lowell Observatory's Mars Hill Campus

To Apply:

Please send the following documents to jobs@lowell.edu

- Lowell Application (www.lowell.edu/careers)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

A review of applications will begin on April 7th 2025. Position is open until filled

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of one of the mountains sacred to indigenous tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.