



## **Position Description SciMathMN Executive Director**

SciMathMN ([www.scimathmn.org](http://www.scimathmn.org)) is an IRS-approved nonprofit established in 1993 that advocates for standards-based PreK-16 science, technology, engineering and mathematics (STEM) education in Minnesota and supports STEM education statewide through the Minnesota STEM Teacher Center and Minnesota STEM Network. Leadership of SciMathMN rests with its Board of Directors whose activities are managed by a part-time Executive Director (ED). The ED reports to the Chair of the Board, attends Board and Executive Committee meetings, and conducts fundraising, administrative, program management, and financial duties as assigned. More significantly, the ED provides leadership across the many Board activities and guides Board development.

SciMathMN and the ED support two large-scale initiatives in addition to SciMathMN's ongoing work—the Minnesota STEM Teacher Center and Minnesota STEM Network. The Minnesota STEM Teacher Center is a collaborative effort of SciMathMN and the Minnesota Department of Education to maintain an online website hosting the state's science and mathematics "Frameworks", a resource for teachers guiding them on effective implementation of state math and science standards. The Minnesota STEM Network is a growing statewide network comprised of organizations, regional networks and individual advocates working together to increase the effectiveness of STEM education for students and citizens of Minnesota. SciMathMN is poised for growth as it expands both of these initiatives.

The Executive Director is the chief executive officer of SciMathMN and has the following responsibilities:

### **Outline of Responsibilities of Executive Director**

1. Oversees the operation of the Board of Directors
  - Serves as the primary point of contact for SciMathMN communication among Board members, and with the public, the media and policy makers.
  - Facilitates process of Board development in collaboration with the executive committee.
  - Prepares, distributes and keeps records of meeting announcements, agendas, minutes and meeting materials, in coordination with Board secretary and Board Chair.
  - Manages the organization's telephone, email and web site communications.
  - Oversees volunteer and contracted support for SciMathMN, including for the Minnesota STEM Network, STEM Teacher Center and the SciMathMN web site.
  - Assists with the conduct of Board meetings, as directed by the Board Chair.
  - Coordinates event and project planning.
2. Raises funds for Board initiatives and manages grants

- Serves in a lead role in cultivating donors and, in collaboration with Board members, raises funds for the Board's activities and programs.
  - Plays a leadership role in the development of proposals for external funding.
  - Administers all fiscal agency grants received by the nonprofit or manages the contractor hired to administer such grants.
3. Advocates statewide for quality, standards-based PreK-16 STEM education and STEM workforce readiness
    - Represents the Board in promoting the mission of SciMathMN.
    - Advocates on behalf of the organization in support of STEM education at legislative events, to the media, to educators and parents and at statewide opportunities (such as the Minnesota State Fair).
    - Coordinates efforts of project directors, Board members and volunteers, to carry out mission and programs of SciMathMN statewide.
  4. Manages SciMathMN and project finances: administration, financial record keeping and financial reporting for the nonprofit organization
    - Reports to the Board regularly on the current status of financial interests of the organization, in consultation with the elected Board treasurer.
    - Advises the Board on strategic initiatives based on financial implications and outlook.
    - Manages the nonprofit's accounting and audit functions, working with the auditor to insure proper and accurate financial transaction and reporting practices and proper submission of required forms.
  5. Oversees Board development, conduct, and evaluation of the organization's strategic plan and annual work plans
    - Directs the organization and Board committees in developing, conducting and evaluating strategic and annual work plans for SciMathMN and its major initiatives the Minnesota STEM Network and the STEM Teacher Center.
    - Carries out work plan action items as directed.
    - Guides assessment of Board projects and reports on same to Board.

### **Time Requirements and Compensation**

The position of Executive Director for SciMathMN is currently a part-time contracted position at about 15-20hrs/wk. Further expansion of the Minnesota STEM Network and the STEM Teacher Center may necessitate expanded responsibilities and hours. The Executive Director would be in a position to oversee the expansion of SciMathMN staffing and contracted services. A compensation package will be negotiated with the candidate on an individual basis.

Qualifications preferred in the successful candidate:

- Demonstrated passion for STEM education.
- Experience with leadership of a nonprofit.
- Master's degree or above, in a STEM discipline, Education or Public Policy.
- Knowledge of Minnesota PreK-16 STEM education.
- Experience in formal or informal education.
- Fundraising experience