



Position Title: Director of Institute for a STEM Ready America

Position Type: Full Time/Exempt

Reports to: Deputy Director

Location: Remote position

About STEM Next Opportunity Fund

STEM Next Opportunity Fund is a nonprofit organization that makes high-quality STEM learning opportunities a reality for millions of young people across the nation by supporting the out-of-school time (OST) field. STEM Next has set an ambitious goal to excite 20 million more youth and teens, especially girls, students of color, and those in underserved communities by 2030. Through its signature initiatives, the Institute for a STEM Ready America and the Million Girls Moonshot, STEM Next is working to ensure that every child has STEM opportunities that inspire curiosity, innovation, and critical thinking skills for whatever comes NEXT. Learn more at stemnext.org.

About the Role

STEM Next is seeking a visionary and experienced leader to serve as the inaugural Director of the [Institute for a STEM Ready America](#). The role will lead and manage an Institute dedicated to inspiring and preparing youth, especially those from underrepresented groups, for successful careers in Science, Technology, Engineering, and Mathematics (STEM), primarily through out-of-school STEM learning. The ideal candidate will have expertise in STEM workforce development, STEM education in and especially out of school, an understanding of how to design and execute large-scale systems change initiatives, a proven track record of managing federal grants, and a deep passion for promoting STEM education and equity.

Key Responsibilities

- *Strategic Leadership:* Develop and implement a comprehensive strategic work plan for the Institute, aligning with the organization's overall mission and goals and master 5 year operational plan.
- *Program Development:* Create and oversee a diverse range of STEM grantmaking and initiatives, including STEM industry-specific centers of excellence, youth voice, convenings, and policy. A key priority of the Institute will be connecting the out-of-school STEM field with the workforce ecosystem while centering youth experience and agency.
- *Partnership Building and Community Outreach:* Build strong relationships with national, state, and local out-of-school, STEM, workforce development, and industry intermediaries and



partners to support field-building efforts that connect youth participation in STEM learning opportunities with a workforce development strategy.

- *Grant Management:* Oversee the successful management of all Institute grants, especially federal grants, ensuring compliance with all regulations and reporting requirements. Develop and maintain strong relationships with funding agencies and donors, and partners.
- *Resource Management:* Develop and oversee Institute resources, support fund development, allocate resources, and manage budgets effectively to ensure the Institute's sustainability and growth. Collaborate closely with the fund development team.
- *Evaluation and Improvement:* Continuously assess the impact of the Institute's partnerships, programs and initiatives, identify areas for improvement, and implement necessary changes.
- *Team Leadership:* Recruit, hire, and develop a high-performing team of staff and volunteers. Provide leadership, mentorship, and support to staff members. Create a positive and inclusive work environment.
- *Thought Leadership:* Represent the Institute at conferences, workshops, and other events to promote OST STEM education and OST STEM as part of a workforce ecosystem that support student success. Collaborate with the communications team to inform the field of progress and key learnings.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the employer's needs and the position's requirements change.

Qualifications

- Advanced degree in STEM education, youth workforce development, nonprofit or public administration, science, engineering, or a related field.
- Minimum of 7 years of leadership experience in STEM education, OST, workforce, or a related field, with a proven track record of successful program development and implementation.
- Proven experience in managing the implementation of public and private grants, federal grants and programs.
- Knowledge of current trends and best practices in STEM education, OST STEM, and/or workforce development.
- Strong leadership skills, including the ability to motivate and inspire teams.
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders.



- A passion for STEM education and a commitment to equity and inclusion.

Preferred Qualifications

- Experience working with underrepresented populations in STEM.
- Experience managing a grantmaking portfolio in a mission-related field
- Experience in designing and implementing STEM or workforce initiatives.
- Experience supporting fundraising and donor relationships.

Travel Requirement

This position may require occasional travel for program implementation, partnership development, and advocacy efforts. Candidates should be prepared for travel on average 40% of the time.

Salary and Benefits

The Salary Range for this position is \$160,00-185,000 depending on experience. STEM Next provides paid time off, sick leave and 13 federal holidays. STEM Next provides a comprehensive set of benefits including: Medical, Dental, Vision, Life, Short Term Disability, Long Term Disability, 401(k) Retirement Plan, and Health Savings Account and Flexible Spending Account.

Location

This full-time, exempt position can be done on a flexible schedule remotely from anywhere in the U.S. with access to high-speed internet. The candidate should be comfortable and equipped to work efficiently in a remote work environment.

To Apply

Please submit your resume and cover letter to Teresa Drew at jobs@stemnext.org.

Equal Opportunity Employer

STEM Next Opportunity Fund provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination, retaliation, and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.