

Deputy Director Science Club for Girls Cambridge, MA (Hybrid remote)



WHO WE ARE

Founded in 1994, Science Club for Girls fosters excitement, confidence, and literacy in STEM (science, technology, engineering and mathematics) for girls, young women, and gender expansive youth from underrepresented communities with free, experiential community-based programs. With women making up less than 26 percent of the STEM workforce—and Black and Hispanic women at less than 4 percent—SCFG addresses a critical need, offering a continuum of engaging activities in STEM for K-8 girls, junior mentoring and leadership experiences for high school girls, and adult mentoring and role modeling by committed women with STEM careers. Over the last 13 years, over 90% of our high school juniors and seniors have gone on to college, with over 55% of our graduates majoring in STEM.

WHAT YOU'LL DO

SCFG has been on a consistent upwards trajectory – more than doubling the number of girls served over the past 4 years -- and is now seeking a Deputy Director to help usher in a new era of growth and expansion. Reporting to the Executive Director, the Deputy Director will have both internal- and external-facing responsibilities. Working closely with program and development leadership, as well as supervising a 3-member team to start, the Deputy Director will ensure operational and programmatic excellence, provide leadership for key strategic projects and partnerships, model a positive team culture that embraces diversity, equity, inclusion and belonging, and ultimately contribute to SCFG's capacity to serve even more girls in the greater Cambridge and Boston areas.

Specifically, the Deputy Director will:

Ensure operational and programmatic excellence that maximizes growth and impact

- Provide oversight and coordination of organizational management, inclusive of developing, formalizing, and/or improving upon standard operating procedures, policies, and systems across core functional areas (e.g., personnel, facilities, volunteer, and vendor management).
- Develop and institute a people-first management approach that codifies processes for hiring, onboarding, training and developing staff, as well as reinforces workplace agreements and creates a shared sense of team accountability.
- With support from an IT consultant, serve as the organizational lead for SCFG's Salesforce database, with responsibility for overseeing the "big picture" of how it is implemented and streamlined across program, communications, development, and finance teams.
- In partnership with the program and development teams, oversee special projects delivered in conjunction with corporate partners and sponsors, such as SCFG's Kit-Packing Project, *SCFGLive!* online television show, and other developing initiatives.
- In partnership with the Program Recruitment Manager and development team, oversee efforts to recruit, engage, and manage SCFG's extensive volunteer network, inclusive of volunteer mentors who teach our clubs, and corporate and community partners.
- In partnership with the Program Director and Curriculum and Evaluation Manager, support the ongoing collection and assessment of program data, ensuring data is leveraged to inform programmatic goals and measure program performance.
- Assist in annual budget development and ensure that organization is tracking to the approved budget.

Serve as a senior leader, people manager, and champion for SCFG's mission and values

- As a member of the senior management team, contribute to guiding the overall organizational strategic direction, decision-making, prioritization, and goals.

- Directly supervise a 3-member team, with staff supervision responsibilities likely to grow over time. Provide coaching and mentorship to all staff as needed.
- In collaboration with the Executive Director and Director of Development, support the work of the Board of Directors and Board committees (ex. preparing and presenting information at board meetings.)
- Play an active role in advancing SCFG's commitments to anti-racism and fostering a work environment that is rooted in diversity, equity, inclusion, and belonging.

WHO YOU ARE

- **You are inspired by SCFG's mission, vision, and values.** You are excited to join a team that is committed to removing barriers and addressing the gender gap in STEM. You thrive in a work environment that values community, scientific thinking, lifelong learning, leadership, joyfulness, and a commitment to gender and racial equity. A personal connection to Boston and/or Cambridge neighborhoods where SCFG operates is a plus.
- **You are a versatile leader with operations and program management know-how.** You bring at least 8 years of experience with increasing responsibility in managing and growing organizations, teams, and programs. Professional or volunteer experience working in a STEM education or girls' mentoring and development setting is a plus.
- **You are process- and systems-oriented, with an eye towards continuous improvement.** You are experienced in overseeing core business and programmatic areas and enjoy creating and improving upon policies, processes, and systems, especially during a time of growth and change. You bring facility with commonly used business systems (ex. Google Suite, Salesforce or equivalent CRM database.)
- **You are adept with project implementation and management.** You are experienced in leading and/or supporting multiple projects, with the ability to guide staff and partners in implementation. You are proficient in leveraging data to track program performance.
- **You are a motivating and supportive people manager.** You have experience hiring, training, coaching and mentoring both direct and indirect reports to high performance and job satisfaction. You ensure your team has the resources and knowledge they need to perform their jobs and develop professionally.
- **You are a thoughtful relationship builder and effective communicator.** You have a warm, energetic, and authentic personality that translates to forging connections with diverse stakeholders (e.g., staff, educators, corporate partners, community members) and inspiring them to action. You are a natural community builder with the ability to deepen existing relationships and develop new ones.
- **You are committed to anti-racism and fostering a culture of diversity, equity, inclusion, and belonging.** You bring openness and self-awareness to engaging around race-related issues and supporting others in their anti-racism journeys. You employ anti-racist practices in internal operations and people management, as well as working externally with partners.

LOCATION, SCHEDULE, AND COMPENSATION

SCFG is located in Cambridgeport, convenient to the Central Square MBTA station. Currently, SCFG staff are working 2 days/week in the office and 3 days/week remotely. Salary for this position is \$80,000 - \$95,000. Benefits include health and dental insurance, 3-weeks paid time off plus one week off at the end of the calendar year, 12 paid holidays, and 5 personal/sick days annually.

TO APPLY

Please [apply here](#) with your 1) a cover letter that conveys why SCFG's work excites you and why the Deputy Director position is a fit for you, 2) your resume. Please address your cover letter to Bonnie Bertolaet, Executive Director. We review applications on a rolling basis and strive to get back to applicants within two weeks.

Science Club for Girls has retained DH Search to support the hiring of a Deputy Director. DH Search is a national search firm that works exclusively with nonprofits and mission-driven organizations to recruit and hire extraordinary people.

Learn more at www.dhsearch.net