



136 Magazine St., #2 | Cambridge, MA 02139
www.scienceclubforgirls.org

SCIENCE CLUB FOR GIRLS

Science Club for Girls (SCFG) has been a Cambridge/Boston-based leader in out-of-school STEM programming for girls for over 28 years. Anchored by strong relationships with schools, community organizations, and corporate partners, we provide a continuum of free programming for girls and gender expansive youth from underrepresented communities in STEM, starting in kindergarten and continuing through 12th grade. We emphasize the “whole child” through relationships with adult women mentors who study and work in STEM and with our high-school-age Junior Mentors. Our adult mentors run our programs for grades K-8th grade alongside the Junior Mentors – our Junior Mentor program is a leadership program for our high school aged participants in which these emerging leaders learn communication, teambuilding, and leadership skills, all while reinforcing STEM concepts and skills. Our programs are free and experiential, with participants working alongside women while learning different STEM disciplines over the course of a semester. Our participants are exposed to STEM, experience STEM and mentorship through SCFG and envision themselves as STEM people and future STEM professionals, which, in turn, transforms their outlook on career options and paths. Many of our participants stay in our programs for significant spans of time (>5 years), with some engaging with SCFG for the full 13 years of schooling and then graduating to become adult mentors. Over the last 12 years, over 90% of our high school juniors and seniors have gone on to college, with over 55% of our graduates majoring in STEM.

SCFG has been a force in the greater Boston/Cambridge community for the past 28 years and is seeking a Deputy Director to add to its team to help usher in a new era of growth and expansion for the organization.

Deputy Director – job description

Overview:

Reporting directly to the Executive Director (ED), the Deputy Director (DD) will have both internal- and external-facing responsibilities, collaboratively supporting all aspects of the organization’s daily operations and strategic growth. The DD will partner closely with the ED to chart Science Club for Girls’ (SCFG’s) future growth and develop strategic plans in response to the ever-increasing demand for the organization’s services. The DD should be an individual with experience in recruiting and developing people to help in managing the organization’s growing team and managing and engaging our extensive volunteer network of mentors and other volunteers, a cohort of more than 100 members.

The Deputy Director will work closely with the Program team and collaborate with the Development team, to deliver on projects such as SCFG’s Kit-Packing Project, *SCFGLive!* (SCFG’s online TV show) and other early-stage initiatives with corporate partners and volunteers from SCFG’s partnerships in academic, community, corporate and government spheres. The DD’s direct reports, initially 2-3, will include team members whose responsibilities fall in these areas.

Responsibilities include, but are not limited to, the following:



- People Management:
 - Plan annual professional development trainings for staff, both team and individual; assessment, workload balancing, and career progression
 - Hire staff for a growing team
 - Mentor and coach staff; provide opportunities for development
 - Recruit, engage and manage SCFG's extensive volunteer ecosystem, including both mentors who teach in and run our out-of-school time science club programs and volunteers from corporate & community partners who engage in a range of activities including packing supply kits, creating content for our *SCFGLive!* online TV show and participating in additional initiatives
 - Supervise Program Recruitment Manager, who is responsible for mentor recruitment
 - Develop programs to enhance our mentors' experience, for example by increasing their opportunities to interact with SCFG corporate partners for job recruitment and maintaining a sense of community among the mentors
 - Identify and develop volunteer positions for support of the organization outside of programming

- Organizational Management:
 - Contribute to, monitor and adapt organizational strategic plan, and support staff in developing work plans that meet SCFG's strategic goals
 - Take on general operational and infrastructure responsibilities (e.g., space/lease, general office needs, IT management, etc.)
 - Ensure the establishment and monitoring of standardized policies and procedures. (e.g., risk management, communication protocols and systems for mentors, participants, families and partners)
 - Identify best practices and constantly improve internal systems (anticipate future needs, ensure cost efficiency, etc.)
 - Assist in annual budget development and ensure that organization is tracking to the approved budget
 - In collaboration with the ED and Director of Development, support the work of the Board of Directors and Board committees, including preparing Board update materials and assisting Board Chair in recruitment of Board & Board committee members
 - Oversee Curriculum Development and Evaluation together with Program Director and propose improvements and changes based on quantifiable data



- Direct SCFG's data management strategic plan and operation (e.g., ensure program evaluation data are captured and organized, manage internal databases, etc.)
- Serve as organizational lead for all work related to SCFG's Salesforce database; responsible for overseeing the "big picture" of how it is implemented and integrated across the organization's work
 - Administer the organization's Salesforce database and ensure that it meets the needs of the volunteer, communications, development, and finance teams
 - Create standard operating procedures (SOPs) to ensure data integrity
 - Develop and provide training and support to all staff on use of Salesforce
 - Generate reports needed for program operations and analysis
- Project Management:
 - Work closely with both the Program and Development teams, in particular overseeing and cultivating projects such as:
 - SCFG's Kit-Packing Project (recruit, coordinate with, and manage communication with corporate partners)
 - *SCFGLive!* (ensure program quality, cultivate and manage relationships with corporate and content partners)
 - New initiatives that enhance SCFG's visibility, development initiatives and volunteer/partner network
- Manage 2-3 direct reports (initially)

Other Requirements

- 5-10 years of experience with increasing responsibility in managing and growing teams and programs, and in organizational development, including budgets and personnel
- Bachelor's degree or equivalent experience (in STEM and/or education a plus); master's or higher-level degree a plus
- Familiarity with best practices and trends in one or more aspects of the following: STEM education, girls' development and mentoring
- Demonstrated success in creating and maintaining productive external partnerships
- Strong managerial and leadership skills, with experience in training, developing, and coaching staff at different levels
- Excellent written and oral communication and presentation skills and strong skills in developing presentations (e.g., PowerPoint)
- Highly pro-active and detail-oriented



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- Ability to work collaboratively with a wide range of people and personality types to affect the desired outcomes
- Experience with quantitative and/or qualitative program evaluation; grants development a plus

HOW TO APPLY

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to: employment@scienceclubforgirls.org, subject line: Deputy Director.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.

SALARY AND BENEFITS

Salary is commensurate with experience.

Benefits include:

- Health and dental insurance
- Three-week vacation plus one week off at end of calendar year
- 12 paid holidays
- 5 personal/sick days/year