



**Science
Club
for Girls**

Science Club for Girls (SCFG) seeks an inspiring and visionary leader, dedicated to the advancement of girls and women in science, technology, engineering and math (STEM), to serve as its next Executive Director. In this dynamic role, the Executive Director will lead a growing 24-year-old organization based in Cambridge. The Executive Director will work to advance the overall mission of the organization by enhancing and communicating the compelling vision for SCFG. She or he will work closely with the Board of Directors and staff to ensure that SCFG is running outstanding, financially sustainable programs that are assessed for effectiveness and positioned for improvement and growth.

We're looking for someone who has:

- Strong leadership skills and a passion for promoting gender, racial, and economic equity, excitement about the opportunities to diversify and create equity in the STEM workforce, and a commitment to the mission and goals of Science Club for Girls.
- Experience with out-of-school time programming, youth development or STEM education.
- Strong communication and interpersonal skills, ability to connect effectively with people of all ages and backgrounds.
- A track record of success in fundraising for a non-profit organization.
- A focus on problem solving and ability to adapt to changing conditions, to find creative solutions, and to create strategies for greater effectiveness.
- Experience in developing and sustaining partnerships with and between organizations focused on providing skills, education and other opportunities for economic mobility.

To apply: Email your cover letter and resume in PDF format to employment@scienceclubforgirls.org. Your cover letter should briefly and specifically address your experience as related to the key elements of the job description.

We welcome and encourage persons of all backgrounds, gender identities, race, and ethnicities to apply.

Organizational Background

Science Club for Girls (SCFG) is a not-for-profit organization whose mission is to foster excitement, confidence and literacy in STEM for girls in grades K-12, particularly from groups most underrepresented in STEM fields by racial and economic background, by providing free, experiential programs and by maximizing meaningful interactions with women mentors in science, technology, engineering & mathematics. Girls work with mentor-scientists who model and foster leadership, affirm college as an expectation, and promote careers in STEM as both goals and options. We target girls who may be first in their family to attend college, and we embrace a mentoring approach that engages women and girls across generations and academic/career stages to create a network of support for their mutual advancement.

SCFG opens a new world for our participants, so they can make meaning of and be delighted by the world around them, so they can connect with role models, so they can imagine themselves and their future differently, and so their universe can expand. The organization has received several important awards including the 2017 Verizon Innovative Learning Best in Region winner, the Massachusetts Department of Transportation Community Service Recognition Award, The Engineering Center Education Trust Leadership Award in STEM Education, a Root Cause Social Innovator in STEM Education and Enrichment, and the MA Conference for Women Advancement Award among many others.

The new Executive Director will assume leadership at a time of great opportunity when SCFG is poised to grow its proven programs and to attempt new, innovative approaches. In Spring 2018, we worked with a strategic planning and development team to develop a plan for sustainable growth. During this period, fundraising momentum has accelerated, with important support from individuals, foundations, and corporations and from the City of Cambridge, as well as the parents and friends of our girls. Demand for our program continues to increase.

We are looking for a leader to play a significant role in leading our organization into the future. The incoming Executive Director will play a pivotal leadership role in our expansion and in securing the financial resources to grow and sustain our programs in pace with increasing demand. With the support of the Board of Directors and staff, the new Executive Director will be poised to make a deep impact on the future of Science Club for Girls and the lives of the young women, scientists and girls we serve.

Job Responsibilities

The Executive Director (ED) should be committed to Science Club for Girls' mission and is responsible for the organization's consistent achievement of its mission and financial objectives, through sound programmatic and fundraising strategies. The ED should be an adaptive leader, skilled fundraiser, and exceptional communicator, with experience managing a growing organization.

Key Responsibilities

Strategy

- Ensure that the organization continues to have a long-range strategy and associated short-term goals to achieve its mission.
- Lead implementation of the strategic plan and ensure the organization makes timely progress toward its goals, with the flexibility to adapt to new circumstances as needed.

Resource Development

- Create and execute a fundraising plan to expand and diversify funding sources to ensure both adequate funds for the organization to carry out its work in the short term and long-term financial stability and strength as the organization grows.
- With support from staff and the Board of Directors, generate \$500,000 to \$1,000,000 annually to support operations through major gifts, annual giving, corporate and foundation grants, community support and special events; cultivate and steward institutional and individual donors.

Financial Management

- Maintain sound financial practices and ensure that the organization operates within budget and is financially sustainable.
- Prepare annual operating budget in collaboration with the Board, its finance committee, and staff.
- Conduct periodic financial analysis of existing programs and operations and provide strategic financial forecasts of future operational models.

Board Management and Development

- Maintain strong partnerships with Board members, activating, engaging, and supporting them while receiving appropriate guidance and direction.
- With Board Chair and governance committee, support Board members in fundraising activities; provide information and data as requested to support their financial and programmatic oversight responsibilities.
- Establish and maintain clear, transparent communication so Board members are adequately informed and appropriately involved in critical business and strategic decisions.
- In collaboration with the Board's governance committee, cultivate new Board members.

Communications and External Relations

- Lead the organization's communications and outreach efforts and serve as the visible champion and spokesperson of the organization, advocating on its behalf to individual and institutional donors, government agencies, corporations, as well as civic and philanthropic organizations, and establishing mutually beneficial working relationships and cooperative arrangements.

Organizational Leadership

- Research and track significant developments and trends in the field.
- Ensure compliance with federal, state and local laws and regulations.
- Increase staff as appropriate in proportion to revenue and program expansion.
- Provide oversight, ensure program quality, and oversee program evaluation.
- Research and make recommendations to the Board of Directors on potential partnerships for greater sustainability and effectiveness.
- With staff, conduct ongoing evaluation and improvement of the organization's volunteer engagement efforts, based on a keen understanding that the organization's impact on our mentor scientists is an important outcome of our work.
- With staff, build a team in which every member identifies as a fundraiser and contributes to a team mentality focused on outreach and development.
- Foster a climate that attracts, retains, and motivates a diverse staff and build a culture of inquiry, experiential learning, collaboration, and fun. Manage the hiring, performance and personal development of direct reports.

Qualifications

The Search Committee seeks candidates with the following qualities and characteristics, understanding that each candidate brings relative strengths and weaknesses and that no single candidate will likely be strong in every area.

Experience

Candidates should have proven leadership and relationship management experience and a passion for gender and economic equity. Demonstrable experience and other qualifications include:

- Experience as an Executive Director or Chief Executive Officer of a non-profit organization preferred.
- Experience developing and operationalizing strategies that have taken an organization to its next stage of growth.
- Experience building partnerships between non-profits with shared missions.
- Strong external relations experience with the ability to engage a wide range of stakeholders and cultures.
- Track record of raising \$500,000 or more annually, with personal experience closing six-figure gifts.
- Success working with a Board of Directors, with the ability to cultivate board member relationships.
- Experience in STEM, STEM education, youth development, and/or out of school times programs.

Skills/Abilities

- Demonstrated capacity to think strategically, set priorities, and achieve goals.
- Ability to build, lead, motivate, and support a team of talented professionals with integrity and diplomacy.
- Ability to provide leadership that is inclusive, is culturally sensitive and reflects and affirms an egalitarian organizational structure.
- Commitment to goals and outcomes-oriented management and data-driven program evaluation.

These will benefit your application, but are not required:

- Advanced degree, such as an MBA or MPA.
- Experience creating and implementing a technology-focused curriculum and/or building a team of staff with experience running technology-focused curriculum.