

Oregon Coast STEM Hub Director Position Description

Background Information

The Oregon Coast Stem Hub is a regional partnership of K-12 schools, institutions of higher education, non-profits, businesses, and community leaders to improve and guide integrated science, technology, engineering and mathematics (STEM) education in Oregon coastal communities. Regional STEM Hubs were funded by the state legislature in 2013 as a Strategic Initiative “to increase student interest, preparation, and attainment in science, technology, engineering, and mathematics for success in related degrees and careers.” The vision of the Oregon Coast STEM Hub is to foster a culture of STEM innovation by engaging people of all ages to create a vibrant and prosperous region. The STEM Hub engages learners with STEM by leveraging local and regional resources and collaborating with diverse partners.

The Backbone team, Steering Committee, and Hub partners have completed a solid body of work during the first biennium, and are poised to take this partnership to the next level with the addition of a dynamic Director. The successful candidate will be able to approach the work with boldness and innovation, and will set about accomplishing goals through working across sectors and with an assets-based perspective. He or she will build on existing work, and ensure that approaches are community-informed, evidence-driven, and address inequities.

Position Overview

This position will provide administration, strategic leadership, resource development, and high level public exposure for the work of the Oregon Coast STEM Hub. The Director will support the work of a multi-disciplinary Steering Committee, provide strategic leadership to and collaborate with the STEM Hub Backbone team, and engage culturally and linguistically diverse stakeholders from public and private sectors to achieve regional and statewide goals. This position requires a collaborative, adaptive leader who is able to guide the Oregon Coast STEM Hub towards success, working with diverse partners and leveraging resources to meet partnership goals. The Director will keep the Steering Committee engaged and informed; cultivate and maintain relationships with other cross-sector leaders to increase involvement in and support for STEM; connect the STEM Hub to related initiatives to generate additional resources to support STEM education; and manage Hub resources.

Key Functions

Strategic Leadership and Visioning

- Draw on the Collective Impact model to develop an appropriate operating framework and catalyze the Backbone team and partners to implement the STEM Hub agenda
- Collaborate with partners to develop and implement a set of strategies to drive transformative change in the region
- Use quality improvement practices to ensure progress toward goals and address implementation challenges, adapting activities to the emergent landscape as needed
- Establish, facilitate, and execute effective and open communication with staff and partners, particularly related to internal decisions and strategy
- Help resolve disputes or disagreements in direction among workgroups, Steering Committee, and/or partners and ensure Steering Committee meetings are productive

Partner Cultivation, Engagement and Public Outreach

- Build and maintain strong positive relationships with partners, Steering Committee, Working Group Chairs and members
- Effectively communicate the vision, mission and value of the Oregon Coast STEM Hub and create an urgency for change among relevant stakeholders, including community members, policymakers, funders, and potential partners
- Create and leverage partnerships, relationships, and community-based support with relevant stakeholders to achieve success of the STEM Hub common agenda
- Serve as a liaison to other related initiatives and coordinate activities with relevant partners to minimize redundancies and align strategies
- Serve as a STEM Hub ambassador at select conferences and events
- Support development of communications strategies and materials for the STEM Hub

Financial Oversight and Sustainability

- Provide budgetary oversight and accountability for STEM Hub and work with Fiscal Agent to track all of the Hub's funding, including Hub grants and matching funds
- Organize and implement a sustainability plan, monitor STEM funding opportunities and engage in fundraising to sustain STEM Hub activities and advance initiatives
- Coordinate funding and staffing sources to support the Hub's goals and priorities, prepare grant applications and proposals, and oversee grant reporting to funders as required
- Provide guidance and support to partner organizations in aligning resources to the STEM Hub agenda, including reviewing grant proposals and creating letters of support

Data Collection, Analysis, and Learning

- Work closely with Evaluator and Data Management team on the development and implementation of a shared measurement system to track outcomes and indicators across the initiative and use results to evaluate Hub effectiveness and inform continuous improvement
- Identify improvements in use of data-driven decision-making, ensuring data are collected, integrated, and communicated effectively across the STEM Hub and partner organizations
- Oversee the collection of pertinent data and creation of yearly summary reports of progress for partners, funders, and external audiences

Minimum Qualifications

- A Master's degree or higher in a STEM field, Education, Business Administration, Policy, or other related field
- Five (5) or more years (full-time equivalency) of demonstrated experience in the following:
 - Strategic leadership and planning
 - Resource development and fundraising
 - Public and private stakeholder engagement
 - Grants, contracts and budget oversight

Preferred Experience

- High-level management experience in a community nonprofit organization, business, or educational institution, with demonstrated success in leading teams and meeting goals

- Strong, effective collaboration, negotiation, goal setting, and conflict resolution skills
- Ability to interact and negotiate effectively at the executive and grassroots levels in a complex environment with a diverse range of constituencies
- Working knowledge and experience with Collective Impact, process improvement, project management, statistical analysis tools and techniques
- Demonstrated experience leading efforts to eliminate and address equity gaps
- Excellent written and verbal communication skills for frequent interactions and negotiation with internal and external stakeholders
- Ability to effectively operate within an unstructured and dynamic environment requiring analysis, foresight, adaptability and mature judgment
- Ability to manage multiple priorities, organize tasks and maintain control of workflow
- Experience in meeting facilitation

Other Personal Characteristics

- Possesses a guiding set of personal values and passion that is consistent with the mission and values of the Oregon Coast STEM Hub
- Comfortable with change and ambiguity; looks to the future with a sense of optimism and opportunity
- Creative problem-solver

Compensation and Duration

Compensation for the position is \$60,000-70,000 (plus benefits) depending on experience. The position is initially funded through June 30, 2017, with continuation contingent on securing additional funding.

Anticipated Start Date

March 1, 2016

Application Instructions

Applicants should send a current resume, letter of interest, and list of at least three professional references to Randy.Getman@bbsihq.com at Barrett Business Services Incorporated (BBSI) by January 12, 2016. If electronic submission is not possible, application materials may be mailed to BBSI at 644 SW Coast Highway, Suite A, Newport, Oregon 97365.