**HACU**

**Job Description**

**Job Title:** Executive Director of STEM Programs

**Department:** Office of Programs and Operations

**Reports To:** Senior Vice President for Programs and Operations

**FLSA Status:** Exempt

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**Prepared Date:** 3/26/21

**SUMMARY**

Designs, implements, and manages all HACU-STEM related programs, grants, and events, including planning, partner relationships, grant writing, grant implementation, contracts, and all other pursuits. Oversees current National Science Foundation (NSF) grants in collaboration with other staff. Manages all activities related to securing additional grants. Explores and implements new programs and initiatives as they relate to STEM in Higher Education and PK-12 education. Provides program, project, and administrative support to ensure that HACU’s goals and objectives are accomplished. HACU is looking for an innovative and imaginative individual to drive and execute HACU’s vision for expanding STEM programs at all levels. Although HACU will provide initial salary funding, it is intended that this position will be funded by successful grant applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises all activities and provides strategic direction for HACU’s STEM-related activities.

Researches possible grant opportunities and works with the Development Department in the writing and submission of grant proposals to fund new STEM programs and activities.

Implements STEM grants funded by federal agencies and private funders.

Maintains regular contact with federal, philanthropic, and corporate liaisons and responds to their requests in a timely manner.

Develops and implements new STEM programs, initiatives, and activities.

Maintains all records and necessary reporting for federal and foundation grants.

Cultivates relationships with new and current college and university deans, faculty, and staff to promote STEM programs.

Works with other departments such as Student Services and Development to implement STEM-related activities during our annual conferences and other events.

Works with Government Relations staff to draft, modify and/or introduce legislation that helps fund, promote, and expand STEM education at all education levels. Provides information necessary to inform HACU’s Legislative Agenda.

Prepares department reports as necessary and collaborates with the Director of Policy Analysis and Information on STEM related briefings and analyses.

Manages STEM programs content on the HACU website.

Researches, identifies, and targets potential new partners and funders.

Reviews and analyzes up-to-the-minute information regarding STEM education. Synthesizes findings into useful format for use by the President and other HACU staff. Serves as the in-house expert on STEM education and initiatives.

Creates and coordinates STEM-related workshops, presentations, and information sessions for HACU conferences and other conferences and events.

Prepares all communication materials regarding STEM programs for brochures, official letters, press releases, background papers, reports, and other written information.

Must be an excellent project manager and communicator.

Performs other duties as required by supervisor and other HACU senior management.

**QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and./or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**LANGUAGE SKILLS**

Strong communication skills in written and oral English required. Must be able to interact effectively with all staff levels. Ability to interact with faculty, students, and staff at institutions of higher education. Ability to read, analyze and interpret scholarly research, data, Requests for Proposals, grant submission and reporting guidelines. Ability to write correspondence i.e., memos, letters, grants, reports, etc. Ability to effectively present information and respond to questions about STEM and other HACU programs to the public in an informative fashion. Ability to speak and write in Spanish preferred but not required.

**MATHEMATICAL SKILLS**

Good analytical and basic math skills are required for program budget development and management, data analysis, statistical reports, invoices, receipts, processing accounting related forms.

**REASONING ABILITY**

Ability to solve practical problems. Ability to interpret variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.

**PHYSICAL DEMANDS**

The physical, intellectual and other demands described herein are representative (and not all inclusive) of those that must be met by an employee to successfully perform the essential functions of this job. Office setting with sitting or standing, computer data entry, answering phones. The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT**

Work usually takes place in clean, pleasant, and comfortable office settings. Employee will work a standard of 40 hours a week; however, longer hours may be necessary at times. Conferences and events may take place in hotel and/or convention center settings and require longer hours of work on constantly changing schedule, including work on weekends and evenings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**REASONABLE ACCOMMODATION**

In accordance with the ADA and other applicable laws, reasonable accommodations will be made to enable a qualified individual with a disability to perform the essential functions of the job.

**EDUCATION and/or EXPERIENCE**

Master’s degree (MS/MA) required (STEM-related field preferred); doctoral degree strongly preferred. A minimum of four or five years of experience working with college age students in a professional position in a STEM educational setting. Grant preparation and management experience required. Excellent computer skills and/or training with a high level of proficiency in all Microsoft Office applications including but not limited to Word, Excel, and Power Point. High level of proficiency with word processing and databases required, i.e., document merges, databases, creation, data entry, maintenance, report generation. Strong organizational, administrative, and communication skills (including oral presentation and written skills). Effective time management. Excellent project manager. Must be able to work independently with minimal supervision in a fast-paced environment handling multiple projects with competing deadlines.

**OTHER REQUIREMENTS**

Must be available to travel as needed throughout the year.