

Position: Deputy Director (Full time)
Reports to: CEO of STEM Santa Fe

About STEM Santa Fe (www.stemsantafe.org)

STEM Santa Fe is a northern New Mexico's leader in providing underserved youth an inspiration and a pathway to science, technology, engineering and math (STEM) careers. We provide engaging project-based programming with real-world relevance.

STEM Santa Fe deploys a network of STEM professionals who volunteer to serve as mentors and role models. We collaborate with school districts, higher education institutions and other organizations to reach out to low-income families and to increase diversity in STEM by offering our programs at low to no cost to families. STEM Santa Fe was formed based on the premise that under-represented populations in STEM reflect an "opportunity gap." Students simply do not have the same access to role models or relevant opportunities to get excited by STEM education or to learn about careers in STEM. As our project grows, we need additional staff to join our team to help build and support our objectives, which include an anti-poverty focus, attention to community empowerment, aim to support capacity building, and search for sustainable solutions.

Position summary

STEM Santa Fe is looking for a passionate, high energy team player, eager to help close "the opportunity gap" for New Mexico children, grade 5-12. We are seeking a candidate eager to embrace our mission and jump into a small team of overachievers to take on daily operational challenges. As the Deputy Director, you will work under the leadership of the STEM Santa Fe Founder and CEO to primarily lead high-quality programming based on effective best practices. You will be responsible for leading all aspects of execution while keeping a keen eye on optimization to ensure our resources remain focused on programs outcomes.

The Deputy Director will work in close partnership with the CEO and serve as a thought partner and key advisor. The Deputy Director will play a key role in nurturing a positive, highly collaborative work environment, comprising a large number of dedicated STEM professionals and volunteers as well as staff.

If you deeply care about our mission, are passionate about closing the opportunity gap and have relentless energy to make a difference, this position is for you!

Contact

Lina Germann
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Santa Fe NM, 87501
lina.germann@stemsantafe.org

Please include a resume and names and addresses of three professional references

STEM Santa Fe values diversity and is an equal-opportunity employer

STEM Santa Fe is the proud recipient of the 2022 Visionary Piñon Award

<https://www.santafecf.org/news-stories/2022-pinon-awards>

Duties and Responsibilities

Programming (75-80%)

Primary focus areas

- Plan, execute and report on STEM Santa Fe Programs in alignment with the CEO
- Ensure all parts of programs are planned and executed timely for successful delivery. Review and analyze program outcomes and lessons learned, propose adjustments as needed
- Promote programs to ensure maximum attendance from target audiences and communities (e.g., website, flyers, newsletter, press releases, radio interviews). Ensure timely post-program communication via social media and other avenues

Community connection

- Cultivate partnerships and engage with key community partners
- Ensure appropriate recognition of program partners, sponsors, and volunteers
- Engage and grow our volunteer base and maintain contacts and areas of interest
- Assist in a data collection and strategies for analysis of long-term student outcomes

Management and Operations, Fundraising (20-25%)

- Track budget and assist in fiscal management and allocation of grant funds (supported by STEM Santa Fe Treasurer and CEO)
- Manage Office: liaise with property manager as required, ensure equipment is functional and supplies are available as needed
- Support the CEO with fundraising strategies and activities

Education and Experience Requirements

- Bachelor's Degree w/5 years of related experience or Master's Degree w/3 years of related experience
- Must have the ability to handle physical preparations through supporting the movement and setup of various materials and/or equipment
- Must be willing to work on some Saturdays as needed
- Demonstrated program management experience in a non-profit or similar environment
- Experience working with children in an educational or youth development setting preferred
- Relationships with the Santa Fe educational community preferred

Pay

- \$50 – 55K USD annual salary (Depending on qualifications and experience) + benefits

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