

Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

Position: Director of STEM Programs

The Director of STEM Programs is responsible for overall development, management and direction of the Computer Science [CS] Innovate, Elevate [Math] programs, computer science dual enrollment, and computer science tech certification. Duties include day-to-day operations, management of staff, program design, implementation, milestone creation/tracking, curriculum management and school district communications of program evaluation, co-developing and monitoring of the budget, participating in obtaining funds/grants, designing a computer science pathways program, and coordinating/integrating programs with other SVEF initiatives. The Director of STEM Programs reports to the Senior Director of Programs and works closely with other SVEF Directors to lead and champion the Foundation's mission and services.

Major Duties & Responsibilities:

Strategic Planning & Leadership

- Work collaboratively with the Senior Director of Programs to
 - develop long term vision and strategy for 6th-12th grade computer science summer and afterschool coursework, 11th & 12th grade computer science dual enrollment and tech certification for 12th grade students
 - develop long term vision and strategy for 3rd-10th grade math summer and school year coursework
 - identify alternate methods to scale programs in participating districts and to replicate the program with new districts
 - lead strategy discussions and implementation and organizational/infrastructure planning
 - lead the development of multi year milestones and objectives and day-to-day workflows and plans
 - develop and recommend continuous improvements
- Present and attend regional education events, SVEF special events, conferences on behalf of SVEF

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

Operations Management

- Establish processes for program management – program development, preparation, execution and evaluation/reporting
- Lead day-to-day operations and implementation toward identified goals and yearly milestones
- Build and oversee recruitment, development and management of the Program team that includes managers, coordinators, teachers, coaches, college mentors, teaching assistants, consultants, and volunteers
- Lead and coordinate teacher professional learning opportunities of Elevate & CS[I] program curriculum on an ongoing basis
- Work collaboratively with District Partnerships staff to build relationships with participating school districts at multiple levels
- Work collaboratively with District Partnerships staff to negotiate the MOUs with the districts, including all financial and other commitments
- Ensure the consistent use of SVEF customer relationship management system, G-Suite and other tools to ensure responsive year round communication to key school district stakeholders, teachers, parents and students regarding program start dates, end dates, registration, academic assessments, survey and SVEF aligned activities
- Establish relationships with other partners for building and sustaining programs

Financial Management

- Work collaboratively with the Senior Director of Programs to develop and monitor the annual Program budget and execute according to the plan

Fundraising

- Work collaboratively with District Partnership staff to develop and co-lead the fundraising for District revenue for initiatives
- Actively participate in the Foundation's efforts to develop and implement activities to identify, solicit, involve and retain donors

Qualifications:

- A Bachelor's degree in computer science or other STEM field and at least 3 years of management
- In-depth knowledge of the CA Computer Science & Math Standards, K-12 computer science and math coursework and curriculum
- Experience in dual enrollment and community college partnerships
- Demonstrated commitment to the mission and core values of SVEF
- Culturally responsive interpersonal communication skills for organizational effectiveness

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

- Demonstrated strategic and operational planning and execution skills
- Ability to lead, influence and motivate individuals and teams (staff, volunteers, Advisory Boards, community, etc)
- Ability to manage business relationships, alliances and collaborate with a variety of individuals
- Ability to work independently and without direct supervision
- Demonstrated problem-solving and analytical skills
- Demonstrated written and verbal skills to influence, negotiate, coach, inspire and motivate individuals and teams
- Demonstrated experience in operations, program management and people development
- Experience in building and managing large staffs including recruitment, hiring, training, and managing the work of paid staff and volunteers
- Demonstrated success in building scalable, replicable programs: program processes that are systematized, documented and effectively evaluated with an effective assessment program
- Knowledge of and work with the public education system and non-profit organizations
- Knowledge of underserved, first generation communities
- Ability to thrive in a multitasking environment
- Working knowledge of Salesforce, Google Suite and Microsoft Office suite of applications
- Ability to have fun!

Preferred Start Date and Salary Parameters

Preferred start date as soon as possible. Generous benefits with a salary commensurate with experience. Salary range from \$90-100k.

Application Process

Send cover letter and resume to hr@svefoundation.org