

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 23-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 and niche for SCFG. She or he will work closely with the Board of Directors and the leadership team 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 is:*

- Experienced – you're a seasoned leader with a passion for gender equity and experience with youth development, out-of-school time programming, or STEM education.
- A strong communicator - you connect effectively with people of all ages and backgrounds.
- A fundraiser - you love to raise money for your favorite cause.
- A problem solver - you plan, but when things change you adapt, find creative solutions, and are on the lookout for better ways to do things.
- Committed to the mission - you value global and workplace diversity and want to contribute to the wider goals of SCFG. You're excited about the future of STEM. You believe in creating equity in access to high-paying fields, increasing the diversity of the STEM workforce, and ensuring the voices of girls and women are heard across STEM contexts.

To apply: Email your cover letter and resume in PDF format to [EDSearch@scienceclubforgirls.org](mailto:EDSearch@scienceclubforgirls.org).

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

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## 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 underrepresented communities, by providing free, experiential programs and by maximizing meaningful interactions with women mentors in science, technology, engineering & mathematics. In 19 sites in six cities, girls work with mentor-scientists who model and foster leadership, affirm college as an expectation, and promote careers in STEM as goals and options. We target girls from resource-poor communities who may be first in their family to attend college, and we embrace a near-peer mentoring approach that engages women and girls across generations and academic/career stages to create a network of support for their mutual advancement.

Our staff of 12 people is comprised of a dedicated team of independent thinkers and excellent communicators, each with their own strengths to share with the group — from engineering to environmental science, from youth development to team leadership building skills. We seek skilled, flexible, and motivated team players who have a passion for changing the face of STEM and want to contribute to and learn from our team and the girls and young women we serve.

SCFG is proud to realize the vision of our founders. In 1994, Mary McGowan and Beth O'Sullivan set out to realize their vision of a just society. Parents of two kindergarteners at the time, Mary and Beth were members of the gender equity in education committee at the King Open School, a public school in Cambridge, MA.

After reading the American Association of University Women Educational Foundation's *How Schools Shortchange Girls* report, Mary and Beth put into motion what would become Science Club for Girls. From the beginning, they were concerned with issues of equity. SCFG seeks to create fair outcomes by targeting girls, especially those from racial/ethnic and socioeconomic groups that have traditionally been left out of STEM, and indeed, higher education. One concrete way to ensure that these girls accessed STEM education was to eliminate identifiable barriers by making the clubs free to all girls. In addition, our clubs were (and continue to be) situated where the girls spend most of their time, namely at their schools, churches, college campuses and local community centers.

SCFG opens a new world for young girls and women, so they can make meaning of and be delighted by the world around them, connect with role models, imagine

themselves and their future differently, and expand their universe.

The new Executive Director will assume leadership at a time of great opportunity for SCFG. The organization is poised for growth and has the experience to attempt new, innovative approaches. For example, SCFG is focused on expanding its services to reach more girls. With the intended expansion, the incoming Executive Director will play a pivotal role in securing the financial resources necessary to meet the demand for our programs. With the support of the board of directors and staff (SCFG will be hiring its first ever Development Director in 2017), the new Executive Director will have the resources necessary to lead the organization.

### Job Responsibilities

The Executive Director (ED) should be committed to Science Club for Girls' (SCFG) 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 has 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.

#### Resource Development

- With support from the staff and board of directors, generate annual revenues of at least \$1 million to support existing operations through a variety of means, including major gifts, annual giving, corporate and foundation grants, and special events.
- Create and execute a fundraising plan to ensure adequate funds are available for the organization to carry out its work both in the short term and to assure financial stability and strength over time as the organization grows.
- With support for SCFG staff and the board of directors, expand and diversify funding sources, including building long-term partnerships, expanding a nascent major gifts program, and developing program revenue.
- Maintain relationships with institutional and individual donors.

### Financial Management

- Lead the organization to financially sustainable results.
- Be responsible for maintaining sound financial practices, risk management and ensure that the organization operates within budget guidelines.
- Work with the staff and the board of directors in preparing an annual operating budget.
- Conduct periodic financial analysis of existing programs and operations and provide strategic financial forecasting of future operational models.

### Board Management and Development

- Maintain a strong partnership with board members, activating, engaging, and developing them while receiving guidance and direction on the stewardship of the organization.
- With the board chair and governance committee, enhance the capacity of board members and committee members to fundraise as well as perform their financial and programmatic oversight responsibilities.
- Establish clear communication standards so board members are informed and appropriately involved in critical business and strategic choices.
- In collaboration with the board's governance committee, cultivate and invite new members to the board and thereby have a significant impact on the composition and future direction of the board and SCFG.
- Serve as a voting member of the board.

### Communications and External Relations

- 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 by establishing mutually beneficial working relationships and cooperative arrangements.
- Lead the organization's communications efforts, with support from the board of directors' communication committee and staff members.

### Organizational Leadership

- Maintain a working knowledge of significant developments and trends in the field
- Ensure compliance with federal, state and local laws and regulations.
- Work with the Chief Operating Officer and Youth Program Director to promote program quality and program evaluation and ensure new programs can be sustainably supported.
- Work with the Chief Operating Officer and the Director of Volunteer Programs to

continuously evaluate and improve 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.

- Foster a climate that attracts, retains, and motivates a diverse staff and build a culture of inquiry, experiential learning, collaboration, and fun.
- Manage the performance and personal development of direct staff 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 equity. Concrete demonstrable experience and other qualifications include:

- At least five (5) years of senior management experience.
- Experience developing and operationalizing strategies that have taken an organization to its next stage of growth.
- Strong external relations experience with the ability to engage a wide range of stakeholders and cultures.
- Track record of successfully raising \$1 million or more annually
- Success working with a Board of Directors, with the ability to cultivate board member relationships.

### Skills/Abilities

- Executive Skills: Demonstrated capacity (i) to think strategically, (ii) to build and sustain a high performing team, and (iii) to set priorities and inspire people to accomplish goals as a team.
- Management Skills: Strong skills at managing and leading a staff of talented professionals with integrity and diplomacy, exemplified by consistently holding oneself personally accountable and celebrating the accomplishments of others.
- Communication & Fundraising Skills: Extremely strong capabilities especially in writing, speaking, and listening, accompanied by the inclination to

communicate at first need to internal and external stakeholders.

- Goal Oriented Management Style: Committed to goals and outcomes-oriented management; a tenacity and drive to follow through on program objectives; a commitment to data-driven program evaluation.

**These will benefit your application, but are not required:**

- Experience as an Executive Director or Chief Executive Officer
- Documented success of effectively leading and scaling a performance- and outcomes-based organization
- Experience in STEM field, youth development, and/or out of school time programs
- Advanced degree, such an MBA or MPA