



DIVERSITY. EMPOWERMENT. STEM.

Director of Community Engagement

Our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

Director of Community Engagement (DCE) will be responsible for managing and maintaining partnerships with the growing community of STEM focused companies that support and inspire girls in STEM, including providing support and training for STEM professionals to engage and inspire our students. Given that these partnerships are critical to the success of Project Scientist, the DCE will have to be adept at a range of tasks and functions: coaching and consulting for Project Scientist supporters, communication with a variety of internal and external partners, and participation in team-based planning to ensure that Project Scientist is maintaining highly successful partnerships.

This position requires a dynamic thought leader in the areas of youth education, workforce development and brand development, by keeping up to date on best practices; trends, commissioning research and communicating findings to relevant audiences; and overseeing special regional and national initiatives. Most importantly, managing Project Scientist's STEM company and employee engagement in all programming and creating partnerships with local nonprofits and schools nationally. Under the leadership of the Chief Growth Officer, the ideal candidate will

ensure donor satisfaction and grantee success through effective fiscal management and excellent donor stewardship to ensure ongoing donor support, retention, and renewal.

We're looking for individuals with the skills to:

- Work closely with the Chief Growth Officer and Chief Executive Officer on fundraising goals for current year and future through account management, partnering in donor relations, and thorough follow-up on management assets.
- Manage employee giving campaigns, individual giving, and National STEM Day.
- Operate as a day-to-day lead point of contact (POC) for all matters specific to donor account management.
- Serve as primary post-sales contact operating in close alignment with staff to ensure high renewal rates; identify new revenue opportunities to maximize partnerships.
- Identify donor needs and work to exceed donor expectations.
- Manage Parent Club and promotional parent events.
- Develop, research, and manage new partnerships with STEM companies, schools, and youth-serving nonprofits
- Process design and execution of recruitment of girls to fulfill sponsorship relationships.
- Collaboration with marketing and programming teams
- Development and strategic growth of PS scholarship program

Position Qualifications

- A commitment to help girls grow, learn, and connect to STEM.
- 7 or more years of professional experience demonstrating progression of fundraising performance in development roles as well as supervisory roles.

- Proven interpersonal, decision-making, leadership skills, and ability to work with a wide variety of potential donors, supporters, and external stakeholders.
- Demonstrated success fundraising or sales account management
- Must work in salesforce for all fundraising and scholarship processes.
- Ability to partner across marketing and program departments
- Promotional campaign management experience
- Annual forecasting of community engagement
- Strong digital skills across G Suite, Zoom, Cisco, Salesforce, and Asana
- Exceptional written and oral communication skills.
- Must be able to apply analytical thinking and analyze data.
- Engage community stakeholders to build support for integrated service delivery and inform its operations.
- Recruit, train, and manage company volunteers
- Identifies service improvement opportunities that will better enable program/project to achieve its goals and objectives.
- Ability to travel as needed (less than 10%)

To apply for the role, please email your résumé to **hiring@projectscientist.org**. Applications will be reviewed and qualified candidates will move forward with a phone or in-person interview.