



Title: Director of San Diego Institute of Science & Technology
Reports to: Executive Director
Salary: \$85,000 annually + benefits

Date: 10/11/2022
Classification: Exempt FT

Background:

The Elementary Institute of Science (EIS) was established in 1964 as an after-school science club by local educators and civil rights leaders to combat racially based inequities in the educational system. Our mission is to “inspire a love of science and create opportunity for diverse children and youth.” We continue to honor our founding principles that were established during the Civil Rights Movement: Diversity, Equity, and Inclusion in Science Technology Engineering and Math (STEM).

EIS is committed to providing rich learning opportunities that prepare children for bright futures. We collaborate with schools, parents, businesses, institutions of higher education, and community partners to engage students in authentic, hands-on science learning. Our afterschool, weekend, and school partnership programs broaden access to quality STEM education, foster critical thinking, expand technical skills, and encourage students to pursue STEM careers. EIS programs focus primarily on underserved students (ages 7-17) from low-income communities.

For over 50 years, EIS has been located at the same site in the heart of southeastern San Diego. Our landmark 15,000 square foot building provides the optimal environment for hands-on learning with its eight labs, an auditorium, extensive technology equipment, and an outside play area. It embodies our conviction that the children in this community deserve the same tools, enhancements, and supports available to children in more affluent neighborhoods. We strive to ensure a friendly, welcoming setting where all families feel a sense of belonging. Our staff reflects the diversity of our students and serves as role models and mentors.

The Institute:

The San Diego Institute of Science and Technology (The Institute) will be an integral part of EIS and serve as the “next step” for those who have completed our various programmatic offerings for students in grades 2 through 8. The Institute will be a robust, STEM-based college preparation and leadership development program for underserved students in southeastern San Diego and beyond. The Institute will be the only college readiness program focused on STEM careers and academics in the greater San Diego region. Within the Institute are five established programs and one new program, STEM Pathways.

STEM Pathways will place students in meaningful internship experiences at local STEM institutions and connect students to STEM professionals. The goal of the Institute is to enhance each participant’s opportunities to access the college or university of their choice and ultimately graduate. The project will extend far beyond the walls of our building by providing vigorous experiences through Institute partners, including mentorship opportunities, externships, internships, seminars, and practicums.



Position Summary:

The Director will be the primary forward-facing person responsible for the day-to-day operations and leading all aspects of The Institute. This individual will develop and maintain relationships with partner organizations, including schools, universities, and STEM businesses. They will oversee the development and implementation of all programmatic initiatives as well as playing a significant role in raising operating funds for The Institute.

Job Duties:

1. Strategic and Collaborative Leadership

- Develop and maintain strategic partnerships with community leaders, educators, allied organizations, and other champions of STEM to build the network of individuals and organizations who advance the work of EIS, make use of its resources, and enable it to contribute to the advancement of STEM education in the greater San Diego area
- Work in concert with the Executive Director and staff to develop and implement a cogent and innovative strategic plan for The Institute based on stakeholder feedback, creativity, financial analysis, and risk assessment
- Build internal relationships at all levels, including a genuine understanding and appreciation for each team member's position; promote a collaborative work environment where all staff are engaged, informed, and empowered to participate
- Take an authentic interest in instilling joy and the well-being of The Institute's staff, students, and families; create opportunities for Professional Development (PD) and enrichment for these key stakeholders
- Keep the Executive Director, staff, students, and parents informed on The Institute's goals and strategies, as well as the latest developments
- Develop and manage annual operational plans and budgets
- Provide vision and oversight for all The Institute's goals, activities, and objectives
- Collect, compile, and analyze data for program evaluation and reporting
- Recruit, support, and retain program participants
- Develop and maintain a portfolio of paid and unpaid internship and externship experiences for students
- Recruit and support program mentors, coaches, presenters, and panel members
- Plan and implement events and career exploration experiences for students, mentors, and program partners
- Maintain office hours to counsel and support students
- Provide team building and other activities to connect to students

2. Fundraising and Development

- Position The Institute to receive large multi-year gifts, grants, and contracts
- Maintain a personal portfolio of top donors and prospects; solicit and close major gifts
- Develop and execute a comprehensive and strategic outreach plan to increase the visibility of The Institute and its brand to current and future stakeholders throughout the San Diego region



- Actively engage with community members, schools, and organizations throughout southeastern San Diego to explore innovative opportunities for strengthening connections between the community, EIS, and The Institute
- Build loyal and long-term relationships with key donors, sponsors, program partners, school officials, elected officials, and public agencies to enhance and support The Institute's programs and strategy
- Promote The Institute through public events, public speaking, and social media; position the role of Director as a visionary and influential STEM leader in the community

3. Administration

- Partner with the Executive Director to ensure that fiscal discipline, financial integrity, and internal controls are maintained
- Guide the development of performance management and reporting systems to gauge both quantitative and qualitative outcomes
- Empower The Institute's staff to achieve programmatic excellence and exceed goals
- Be visible across all The Institute's programs and sites, making frequent visits to talk with staff, students, and parents; monitor program developments and quality standards
- Implement a comprehensive staff recruitment, engagement, and retention strategy
- Operate with transparency and accountability
- Other duties as assigned

Background Profile:

- Strong cultural competency and personal connection to the communities EIS serves
- 3+ years' experience in a leadership capacity, preferably as Director, within a community-based organization or similar agency
- Experience leading diverse teams across functional areas
- Experience working with children and families in underrepresented and underserved communities and/or education (STEM background preferred)
- Demonstrated success in incubating and growing programs and/or organizations
- A successful track record in growing and diversifying funding sources such as individual giving, events, grants, contracts, and other partnerships
- A solid fundamental understanding of fiscal management; experience developing and managing budgets
- Experience working with community leaders
- Experience leading teams and the ability to engage staff and develop each team member to their fullest potential
- Prior experience creating work environments that are inclusive, productive, and healthy
- Ability to drive innovative marketing and communications strategies to build brand awareness and The Institute's footprint
- Well-developed listening and communication skills including the ability to connect with and inspire a wide range of partners and stakeholders; exceptional people skills; must enjoy public events.



- Bilingual/biliterate preferred (English and Spanish)
- Computer proficiency, Microsoft Office Suite

Requirements

- A bachelor's degree, preferably in a STEM or related field
- Professional demeanor and work ethic
- Ability to work independently and as a member of a team
- Passion and commitment for the mission of EIS
- Must be eligible to work in the United States
- Proof of complete COVID-19 vaccination
- Pass a fingerprinting/background check and complete a Tuberculosis assessment
- Valid Driver's License, vehicle insurance, and clean driving record
- Reliable transportation

To apply: Submit a resume and cover letter to info@eisca.org with "YOUR LAST NAME: Institute Director" in the subject line. If your materials indicate a potential match for our requirements, we will contact you. Please, no phone calls to the office regarding this opportunity.

EIS is an equal opportunity employer. We promote and celebrate diversity and are committed to creating an inclusive environment for all employees as well as the people we serve.