WASHINGTON STEM

IMPACT DIRECTOR JOB DESCRIPTION

BASIC INFORMATION

Job Title: Impact Director

Status: Full Time, Exempt

Place of Performance: Seattle, Washington

Travel Requirements: Limited (<20%) overnight travel via air or personal vehicle required

Supervisor: Chief Impact Officer

Direct Reports: Community Partner Fellow

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for systemically underserved students. Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. Washington STEM directly works with over a dozen state agencies, with the majority of the higher education institutions and apprenticeship programs in the state, public and private early learning providers and early learning roundtables, policymakers and legislators, employers (including some of the largest employers in the world), and dozens of state initiatives and task forces.

Washington STEM's impact work involves listening to community partners about systemic gaps, finding/curating/providing data to understand the issues that underly the gaps, providing technical assistance for understanding and using data (quantitative and qualitative data) for developing solutions, and then taking what we learn and changing state and local policy (by providing the underlying data that shapes the issue). The Impact Director will manage and assist with data analysis/tool building (technical projects and reports), communicating about the data with partners, and with related needs for fundraising, policy/advocacy, and partnership/relationship maintenance with agencies and organizations.

This work will involve:
- Using data analysis platforms and approaches to produce, in partnership with the Impact Data Manager, tools, reports, and other products that directly support partner needs and requests.
- Project management and process management related to data and metrics tools, reports, and initiatives.
- Strategies and approaches to measuring organizational impact outcomes related to delivery of key organizational activities to partners (STEM Networks, state agencies, early learning partners, and other partners) and partners' delivery on their intended outcomes (partnership health)
- Efforts that support state agencies, regional STEM Networks, and other partners in accessing, using, synthesizing, and analyzing public and proprietary or newly-gathered datasets to identify goals, trends, gaps, and opportunities

- Presentations, conversations, and meetings with community partners, state agencies, and policymakers to explain longitudinal data, listen to issues and needs, and move toward co-creation of tools and products that can close systems gaps
- Generation of key data points and data-driven insights to advance professional learning and improvement among Washington STEM staff and partners
- Creation of internal reports and summaries, both ad hoc and formal, to communicate learnings and impact to staff, board, and funders

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the co-creation and updating of Washington STEM-generated reports and dashboards, which includes regularly working with state-level and regional partners to access and secure the most relevant, up-to-date data and indicators
- Use anti-racist measurement approaches to data science and data product development
- Participate in creating new Washington STEM-generated reports and dashboards as necessary
- Support the organization and execution of data collection activities, such as site visits, and community of practice activities to enable learning and improvement
- Build relationships with agencies, philanthropies, and individuals to support Washington STEM's resource development efforts
- Ensure that data is accessible to various audiences; verbally present the data in a way that translates it to lay language, tells a compelling story, and helps folks understand the need for changes in systems, policies and practices.
- Present qualitative and quantitative data findings and related recommendations to key audiences
- Support/lead the preparation of outcomes, goals, and methodology sections of funding requests and applications (RFPs and invited proposals from funders)
- Help ensure that Impact Team projects, materials, and products and approached with anti-racism as the guiding principle
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

Experience, Knowledge, and Education:
- Advanced degree in educational research, quantitative or mixed-methods social sciences, education policy or equivalent lived experience preferred
- Experience working in applied settings of one or more education sectors (early learning, K-12, higher education, workforce/career readiness, etc)
- Experience working with communities and students in creating and making sense of data
- Experience working with data related to *both* student outcomes and systems inputs/indicators in the P-20 education continuum

Impact and Communication:
- Ability to manage and balance multiple tasks and priorities
- Strong written and verbal communication skills
- Ability to use data to support mission alignment and as a tool for compelling storytelling.
- Ability to sell Impact products to donors, state agencies, and legislation in order to generate revenue
- Strong relationship management skills with both private & public entities
- Deep understanding of anti-racism practices and a commitment to Diversity, Equity, Inclusion and Belonging
- Confidence in facilitating workshops, demoing products, and translating impact data by audience

- Ability to coach and teach other stakeholders
- Ability to work independently and as a member of a team; can forge relationships and work collaboratively with stakeholders across P-16 education
- Demonstrated ability to present complex, technical information in a clear, persuasive and concise manner to non-technical audiences

Work Environment:
- Thrive in an intense, do-it-yourself start-up environment
- Ability to work well within a cross-functional team environment
- Normal office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required
- Ability to work occasional evenings and weekends

Technical Experience:
- Skills should include one or more technical data science methodologies and platform expertise including but not limited to: database management software, Tableau, Excel, Alteryx, R, Python, other BI tools and data visualization software, data storytelling and data communication.
- Proven experience with complex data (preferred experience with education data) including; data gathering, modeling, analysis, presentation, monitoring and iterating on improvements.
- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as Teams and Zoom
- Experience and proficiency with statistical analysis systems (e.g., SPSS, SAS, Excel)

BENEFITS

- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

1. What does it mean for you to have a commitment to diversity and equity?

2. How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Compensation for this role is competitive. The salary range is $137,500 - $150,000 and salary will be commensurate with candidate experience.

Anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume to hr@washingtonstem.org.