



# SENIOR PROGRAM OFFICER JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Senior Program Officer

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Moderate (<50%) overnight travel via air or personal vehicle required

**Supervisor:** Chief Program Officer

**Direct Reports:** None

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for high-demand careers and lifelong learning through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its regional STEM Networks and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation-driven economy and society. Launched in 2011, Washington STEM has a track record of success, a highly engaged board of directors, and an entrepreneurial and results-driven spirit. Located in an innovation center just south of Puget Sound's thriving technology hub, our organization has a close-knit team of 19 in which we place a high priority on communication, collaboration, and fostering diversity, equity, and inclusion where each person is supported to thrive and have fun together. Washington STEM recognizes that historical and systemic inequity, especially institutional racism, is the root cause to problems we aim to solve. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve. For more information about Washington STEM, please visit <http://www.washingtonstem.org/>.

## POSITION SUMMARY

The Senior Program Officer (SPO) has primary responsibility for advancing innovative STEM education statewide, focusing on early STEM learning for children 0-8. The SPO leads this initiative area by: building, managing, and monitoring all aspects of the Early STEM initiative, including scoping goals and impact; planning and executing technical assistance to serve partners; identifying policy goals; and maintaining and building partnerships critical to the mission. The SPO is responsible for keeping staff apprised of key information and updates related to the initiative and frequent collaboration across organization departments. The SPO will work within an existing network of relationships and build new relationships with a wide range of stakeholders, including Washington STEM's regional STEM Network partners and select program partners, to achieve Washington STEM's mission. This position will contribute to the overall programmatic strategies for Washington STEM and be an effective spokesperson to both internal and external audiences to advance the work.



## PRIMARY RESPONSIBILITIES

- Direct or lead one or more major projects which may have duration longer than one year, including:
  - Design project vision and goals based on research and broader Washington STEM mission
  - Develop detailed project plans, milestones, budgets, and staffing
  - Provide overall project management to achieve the project objectives
  - Manage work of partners, consultants, and internal staff in connection with the project
  - Responsible for managing all expenses for the project
  - Write reports, grant proposals, and presentation materials for both internal and external audiences
  - Serve as primary program contact for partners in the field
- As a member of the Program team, participate in designing and executing a comprehensive strategy, including:
  - Conducting research on new initiatives
  - Developing scopes of work and budgets for programs and consultants
  - Analyze education and workforce data
  - Ensure business plan alignment of activities
- Building and maintaining excellent relations and communications with regional Networks, agency partners, community partners, and other stakeholders
- Coordinate with other Washington STEM staff and departments to communicate project aims and results, write proposals, inform policy agendas and other work necessary to advance the programs
- Lead steering committees and coalitions across the state
- Deeply understand research, literature and policies pertaining to your initiative area.
- Be responsible for proposing and managing investments and collaborating with resource development for funding.
- Utilize evidence based research to tell stories and advance the work
- Manage and direct the work of POs
- Other duties as assigned

## QUALIFICATIONS

- Required experience in nonprofit education sector
- Recognized leader in education in Washington state
- Established network of contacts in early education, STEM education, and the broader education community
- Experience managing grants and contracts in education setting, including developing project scopes, budgets and schedules, and coordinating work of consultants or subcontractors
- Demonstrated experience leading multiple project teams

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to execute work with a Diversity, Equity & Inclusion lens
- Desire to work with people of diverse backgrounds, cultures, and perspectives.
- Strong alignment with our organizational mission and values.



- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner.
- Excellent interpersonal skills and a strong partner service orientation.
- Excellent oral and written communications
- Strong critical thinking and creative problem-solving skills.
- Strong project management and organizational skills
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals.
- High-level of proficiency with Microsoft Office
- High-level of proficiency with data analysis tools
- Ability to periodically participate in meetings and events outside of core business hours.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
  - Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with and exchange accurate information
  - Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.
  - Frequently move up to 10 pounds and occasionally move up to 20 pounds. The noise level in the work environment is usually low to moderate.

## BENEFITS

- Compensation for this role is competitive. The starting salary will be commensurate with candidate experience. The salary range is \$102,000-138,000.
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance.
- Generous 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 and qualifications for this role as well as respond 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?

Please submit this information to [hr@washingtonstem.org](mailto:hr@washingtonstem.org). Applications will be accepted and reviewed until the position is filled. If the position is visible on our website, it remains open.