



Position Description

POSITION TITLE: Implementation Manager, AZ STEM Network **DEPARTMENT:** STEM

REPORTS TO: Vice President of Education, Coordinator of AZ STEM Network

FLSA Classification: **Exempt** (salaried) **Non-Exempt** (Hourly)

Employment Status: **Full-time** **Part-Time** **Temporary**

POSITION SUMMARY:

Science Foundation Arizona (SFAz) is a non-profit public / private partnership established to make strategic investments in research and education to help build a strong economy, high-quality jobs and a good education system for Arizona. The Foundation's goal is to leverage its resources for maximum achievement and to gain global recognition for Arizona's academic, industry, and government collaborations.

In 2010, Governor Jan Brewer, philanthropic and private sector leaders asked SFAz to lead an effort to establish an Arizona STEM Network to help build a common agenda for Science, Technology, Engineering and Mathematics (STEM) education. The goal is to strategically reach more students and teachers at an accelerated rate and improve educational outcomes to help all Arizona children be successful in school, careers and life. This urgent endeavor is nothing less than a commitment to transform Arizona education with concrete ideas, practical solutions and a reframed culture of achievement. That requires making first-rate education a top priority, and it demands a laser-like focus on performance, high expectations and high standards. The goal is to make the leap from incremental improvements in educational performance to transformation change.

The Implementation Manager will coordinate and manage implementation of the Arizona STEM Network into a structured system of information management tools, processes and technical assistance. Assist the SFAz VP of Education with all STEM management responsibilities, including but not limited to: Overseeing implementation of major components of STEM Network; fundraising, developing and executing STEM initiatives; developing and managing budgets & tracking expenditures; and development/supervision of SFAz STEM staff.

ESSENTIAL POSITION RESPONSIBILITIES:

1. Manage the overall implementation of AZ STEM Network
2. Oversee and manage rural outreach and technical assistance of staff for the Network
3. Coordinate the build out and maintenance of web-based resources and tools as part of the Network
4. Assist communities, districts and schools with integration of STEM learning and teaching
5. Coordinate with Regional Education Service Centers, county education resource centers and state education officials regarding STEM and the STEM Network's role in state education initiatives
6. Develop and oversee implementation of business outreach strategy
7. Manage program budgets and expenditures
8. Track & monitor performance of the Network with a working understanding of system analytics and data
9. Assist in the implementation of public relations tied to the Network
10. Maintain relationships with local education leaders, teachers and organizations
11. Help develop staff resources and capacity
12. Assist in fundraising and development to support the work of the Network



13. Recommend new processes as needed to ensure quality programs and that deadlines are achieved

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Strong management, negotiation, leadership & assertiveness skills
- Demonstrated success in program management including the ability to inspire a commitment to excellence
- Excellent organizational, communication, writing, presentation and speaking skills
- Strong attention to detail and follow-through
- Ability to work well independently and/or as part of a team
- Knowledge of teaching, classroom management, education and educational policy
- Knowledge of technology and data
- Knowledge of regulations, policies and procedures related to assigned areas of responsibility
- Knowledge of Arizona public policy, elected officials, leadership, business and education organizations
- Budget preparation and control
- Position may require the ability to travel both by automobile & airplane. Should the position require use of a personal automobile in order to attend business functions, the incumbent will be required to have a valid Arizona Driver's License and submit proof of automobile insurance

MINIMUM QUALIFICATIONS:

Bachelor's Degree required in Education, public policy, business, law or STEM field; an understanding of Education and P-20 Education Policy; at least 10-years of academia, private industry, or related field with management responsibility for executing/implementing complex programs/initiatives with multiple stake holders, and non-profit management exp. OR an equivalent combination of training and/or exp.

(2/8/12)