



Job Description

JOB TITLE: Education Enrichment Director

Responsible To: CEO

Position Overview:

The primary purpose of the Los Alamos National Laboratory (LANL) Foundation Education Enrichment Director is to work in conjunction with the Board of Directors, the Chief Executive Officer, and other members of the Foundation's Senior Team and staff to establish and steward a set of strategies and partnerships that help drive the implementation of innovative programming and advocacy that support the mission, vision, and values of the LANL Foundation across the spectrum of public education, with a specific focus on PreK–12. The Director will have a strong understanding and connection to the Northern New Mexico region and public education, with existing relationships in the education, government, and nonprofit sectors.

The Director will also manage a high-performing and dynamic team focused on the following areas: 1) STEM education; 2) innovative leadership development and bolstering teachers' professional learning experiences across Northern New Mexico; 3) socioemotional learning and its significance for students and educators; 4) growing excellent teachers who are representative of communities of color across Northern New Mexico; 5) programs that cultivate culturally responsive education leaders (including principals and school counselors); 6) programs that build pipelines and pathways for the region's high school students into and through college; and 7) advocacy and equity for all Northern New Mexico students.

RESPONSIBILITIES:

It is expected that the Director will manage her/his and program staff time, as outlined below in the following overarching responsibilities:

Grants

Work in close partnership with the Grants Manager to assure a coordinated and strategic grant-making portfolio that furthers the goals and objectives of the PreK–12 department. Leverage partnerships by overseeing LANL Foundation grantees that address the PreK–12 education spectrum.

Program Development

Research, strategically plan, and manage key initiatives including *but not limited to*: 1) supporting the social and emotional needs of students and teachers; 2) advancing computer science, emergent media, technology, and other STEM education initiatives as a mechanism that links education and economic development for rural Northern New Mexico; 3) broadening support for the educators in Northern New Mexico by establishing networks and helping to develop avenues for ongoing teacher and instructional leadership growth in an effort to recruit and retain excellent educators for Northern New Mexico public school systems; and 4) LANL Foundation's Inquiry Science initiative.

Strategic Partnerships & Advocacy

Develop strong partnerships with constituents including school district administration, Tribal communities, State administration, nonprofit leadership particularly focused on education initiatives and workforce development, the private sector, higher education, and organizations focused on child and community wellness towards a collective impact approach (cross-sectoral collaboration and alignment). Gather data and information about critical community needs and emerging trends as well as effective nonprofit organizations; develop broad-based, general knowledge and understanding of community assets, challenges, and opportunities as related to the education landscape. Contribute to educational transformation by supporting community voice, public forums, and learning opportunities, in addition to providing thought leadership and input for key constituents including State leadership.

Inquiry STEM Education Consortium

Oversight of the Inquiry STEM Education Consortium (ISEC) and its staff will include budget, evaluation, program sustainability, and programmatic development.

Management

Supervise ISEC Program Manager and oversee K–12 Program staff. Collaborate and coordinate with any LANL Foundation staff that contributes to the above initiatives. Exhibit a visible, fully committed, hands-on management style while recognizing and empowering the strength and experience of all collaborating staff. Communicate and manage expectations, responsibilities, and roles; appropriately delegate responsibility and authority, empowering others to take action in support of identified goals. Establish clear metrics for assessing performance. Conduct midterm and year-end evaluation(s). Identify, develop, and maintain a cadre of external specialists and consultants for use in deployment/development of each of the program areas.

General Responsibilities

Other related programmatic and organization responsibilities as necessary and appropriate such as budget, grant writing, producing reports, communicating LANL Foundation vision and mission of education programming to internal and external partners, and presenting at appropriate State, national, or global venues.

PREFERRED QUALIFICATIONS:

- Master's degree or equivalent work experience in education, business, social sciences, or other related field
- Management experience in a foundation, government, nonprofit organization, school, or corporate community relations role
- Broad and general knowledge of the range of community assets, challenges, and opportunities facing the Northern New Mexico region
- Ability to work with school principals, superintendents, school boards, the education community, and external funders
- Deep understanding of public education systems and educational transformation approaches
- Proven track record managing and leading multiple complex projects to successful outcomes
- Demonstrated leadership, organizational, and project management skills
- Ability to convene and engage audiences building collaboration among diverse constituents
- Superior organization, time, and project management skills
- Superior written and verbal communications skills, with outstanding presentation skills
- Proactive nature to recognize and anticipate opportunities and challenges and capitalize on them
- A voracious proponent of and participant in community engagement
- A lifelong learner with natural curiosity and ability to rapidly apply learning
- Interdisciplinary, analytical, innovative, and critical thinking
- Strong interpersonal skills including the ability to foster and encourage collaboration
- Emotionally intelligent with the ability to effectively manage conflict
- Culturally competent
- Strong ethical standards and integrity
- Technologically competent and confident user of Microsoft Office Suite
- Great sense of humor

SPECIAL CONDITIONS:

- Ability to work extended hours, as needed
- Ability to travel locally and periodic out-of-area travel

COMPENSATION:

Competitive salary commensurate with experience. This is a full-time, exempt position working in the LANL Foundation office located in Española. Excellent benefits package is included.

To Apply:

Send letter of interest and résumé by March 7, 2019 to jobs@lanlfoundation.org including "Education Enrichment Director" in the Subject line.

For more information about the LANL Foundation and its programs that strengthen education in Northern New Mexico, visit lanlfoundation.org.