Job Description:

The National Association of Multicultural Engineering Program Advocates (NAMEPA) is seeking an innovative and experienced Executive Director (ED) to lead our organization in cultivating diversity, access, equity, and inclusion in engineering. As the nation’s leading community of change agents, we are dedicated to implementing programs, policies, and institutional changes to broaden participation in STEM.

Job Summary:
Leadership and Representation:
• Provide visionary and exemplary leadership for NAMEPA and act as a spokesperson and representative for the organization.
• Report directly to the NAMEPA President and the Board of Directors.
• Advise and support the Board in governance and strategic thinking.

Strategy and Organizational Management:
• Participate in the development of the strategic plan with the Strategic Directions Chair and Board.
• Identify organizational needs and develop plans to meet those needs.
• Manage the organization, executing the annual plan of work and budget.

Development and Finances:
• Identify and maintain relationships with government agencies, industry, philanthropic organizations, and private donors to secure financial resources for NAMEPA.
• Work with the NAMEPA President and the Board of Directors to establish and maintain financial policies and guidelines for the organization.

Communication and Membership:
• Develop and maintain effective internal and external public relations.
• Foster an effective relationship with community partners.
• Maintain and improve the quality of programs and services for members.

Executive Director's Key Responsibilities:
Administration
• Establish and maintain a sound organizational structure for NAMEPA.
• Manage NAMEPA employees, including conducting performance reviews and professional development.
• Recruit and hire contractors for various projects, subject to Board approval.
• Develop specific policies and procedures to implement the Board's strategy.

Fund Development
• Maintain and advance current funding sources.
• Pursue new funding opportunities.
• Plan and implement fundraising strategies in collaboration with the Board.
Visibility & Relationships
- Seek out and promote visibility opportunities for NAMEPA.
- Maintain effective relationships with other organizations and stakeholders.
- Coordinate with the Marketing and Communications Chair to ensure consistent communication.
- Engage board members and their networks.

Fiscal Management
- Develop the proposed annual budget in cooperation with the Treasurer.
- Ensure fiscal responsibility in planning and implementing annual conferences.
- Safeguard and administer all funds, assets, and property of NAMEPA.
- Supervise maintenance of financial records and communication with the Treasurer.

Advancement of Strategic Plan
- Work with the Board to develop and advance the strategic plan.
- Plan and recommend initiatives and programs aligned with NAMEPA's mission and strategy.
- Implement annual tactical goals and coordinate with stakeholders.
- Lead strategic initiatives and serve as Principal Investigator or Co-Principal Investigator for grants.

Governance
- Improve NAMEPA's governance aligned with best practices for not-for-profit organizations.
- Keep the Board fully informed about the organization's condition and important factors.
- Formulate and recommend policies and practices that support strong governance.
- Plan and coordinate Board meetings and official meetings of the organization.

Qualifications:
- Experienced in strategic planning and adaptation to emerging events and trends.
- Proven track record in developing and executing plans to secure financial resources for an organization.
- Knowledgeable in diversity, equity, and inclusion, particularly in higher education and/or STEM settings.
- Demonstrated ability to work remotely and deliver targeted outcomes.
- Strong communication and relationship-building skills.
- Demonstrated ability to work collaboratively with diverse groups, as will be expected in this role.

Education and Experience:
- Bachelor's degree with 5 years of relevant experience, master's degree in a relevant field, or a Ph.D. in a relevant field.
- Progressive leadership and management responsibilities.
• Knowledge of multicultural educational settings and/or non-profit organizations is preferred.

Compensation:
Full-time Remote Salaried Employee with health care benefits, salary commensurate with experience.

To apply:
Interested candidates should submit a cover letter, resume/CV, list of three (3) professional references (ideally a previous supervisor, colleague, and a direct report), and a diversity statement related to the work at NAMEPA to: JoinUs@namepa.org. Review of applications will begin immediately and will continue until the position is filled.

For inquiries:
For questions or general inquiries about the job opportunity, please contact us at JoinUs@namepa.org.