



## **Position: Outreach Director**

Explorations in Math (EIM Seattle) is seeking a **Outreach Director**. This position is a full-time position. Start date is as soon as possible.

## **Vision, Mission and Philosophy**

Explorations in Math envisions a culture in which all elementary students succeed in math so they can better succeed in life. The mission of Explorations in Math (EIM) is to build a sustainable math culture in elementary school communities, including in the most economically challenged communities. We believe that all students have the ability to succeed in math and we embrace a variety of ways in which math can be taught. EIM currently works with 20 schools within Western Washington to help schools provide engaging, interactive, challenging and fun opportunities for math such as after-school math clubs, family math nights, monthly community math challenges, summer math camps and Mathematician-in-Residence programs.

Explorations in Math's core values include respect, cooperation, flexibility and joy. We work to incorporate these values into the everyday internal culture of the organization including how we work with one another and how we engage the communities we serve.

## **Job Description**

### **Position Overview**

The **Outreach Director** is responsible for developing and directing the strategic direction of outreach for the organization including:

- Marketing and building awareness of the organization into multiple markets including elementary schools, parent organizations, school districts, and community and civic organizations specifically in Western Washington and the greater Puget Sound Area.
- Developing and executing a strategy for outreach into all EIM tiers of schools (Tiers I-III). Responsibilities include implementation of the solution "sales" strategy including identifying and managing any necessary resources.
- Supporting EIM programs and math culture adoption in newly signed elementary schools.
- Work closely with the Programs Director and staff to ensure smooth transition from outreach to program management.
- Contribute new ideas or help identify new opportunities for expansion or program development that will further EIM's mission of building a sustainable math culture in elementary school communities.
- Contribute to other area of the business where needed.

## Qualifications/Skills

- Bachelor's Degree. Advance degree a plus.
- Nonprofit experience or strong understanding of nonprofit infrastructure is required.
- Commitment to the mission, model and work of Explorations in Math.
- Strong interest in elementary education, math and partnerships desired.
- Teaching experience or experience working in the public or private school system.

## Sales/Outreach

- Solution-Selling experience.
- Desire to share the Explorations in Math vision and mission with the community.

## Communication Skills

- Superb oral and written communication skills are required with experience in successful proposal writing.
- Ability to give presentations to large groups.

## Professionalism

- Ability and maturity to take on a leadership role.
- Demonstrated ability to solve problems and think strategically.
- Ability to work well independently and on a team.
- Maturity and good judgment in relating to peers, partners, and families.
- Ability to work with people from diverse backgrounds.
- Availability, dependability, and willingness to be flexible.
- Strong facilitation skills – active listening, encouraging participation, understands balance between guidance and neutrality.
- Flexible team player – able to work in an environment with overlapping program areas and staff responsibilities.
- Commitment to the mission, model and work of Explorations in Math.
- Attention to detail and “customer service” mentality.
- Strong interpersonal and relationship skills, including facilitation and contact management.
- Capacity to work effectively with a wide range of personalities and working styles.
- MS Office suite (Word, Excel, Outlook, Powerpoint, Publisher).

## Employment Policy

As an equal opportunity employer, EIM embraces diversity and does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation.

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## Application Process

Please submit cover letter (2 pages maximum) and resume to [jobs@eimath.org](mailto:jobs@eimath.org) with the subject line "Director of Outreach". Position is open until filled.