

Executive Director of the Indy STEM Alliance
Marian University

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Posted Jun. 4, 2025, set to expire Dec. 14, 2025

Job Title Executive Director of the Indy STEM Alliance
Department Center for Vibrant Schools
Institution Marian University
Indianapolis, Indiana

Date Posted Jun. 4, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager
Senior Executive Officer

Academic Field(s) Business & Administration
Administration - Academic Unit

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=0986695a-70d5-4282-86d3-39efc62c24b0>

Apply By Email

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, the center of vibrant schools at Marian University-Indianapolis seeks qualified applicants for the executive director for Indy STEM Alliance to be dedicated to providing excellent teaching and learning in the Franciscan and liberal arts traditions, to provide an education distinguished in its ability to prepare transformational leaders for service to the world. The successful candidate will be expected to be responsible for launching, overseeing the day-to-day operations, and expanding the Indy STEM Alliance and serve as the liaison to local, regional, and national constituents.

The Indy STEM Alliance is a not-for-profit collaboration between Marian University and Project Lead

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the Way and will work with K-12 schools. The Executive Director will work closely with the Assistant Vice President and Director of the Center for Vibrant Schools, along with the Center's leadership team, to develop and execute strategic initiatives and provide services to K-12 schools. The primary role of the Executive Director is to oversee the entire operations of the Indy STEM Alliance and serve as the liaison to local, regional, and national constituents, including funding sources; elementary, secondary, and post-secondary educators and/or administrators; project partners; government officials; and Marian University.

Essential Duties and Responsibilities:

- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services.
- * Work closely with the Center for Vibrant Schools Director and leadership team to develop and execute strategic initiatives that ensure the Indy STEM Alliance's success.
- * Provide regular updates to the Assistant Vice President and Director of the Center for Vibrant Schools.
- * Work closely with Project Lead the Way and the Office of Institutional Advancement to ensure the Indy STEM Alliance services are executed appropriately according to grant funding and established expectations.
- * Work with Project Lead the Way to provide services to K-12 schools that support a solid foundation of STEM education for all students, regardless of race, gender, or economic status, increasing the quality of diversity of job-ready candidates for STEM employees.
- * Lead planning and recommend Indy STEM Alliance services and programs based on the Alliance's mission.
- * Ensure and report on academic outcomes for each program offered to K-12 schools.
- * Work with the Center's marketing director on marketing efforts and opportunities to promote and expand the Indy STEM Alliance and recruit schools.
- * Create a collaborative network of educators, business leaders, and other organizations to inspire interest in Science Technology, Engineering, and Math.
- * Collaborate with the Office of Institutional Advancement and the Center Director on fundraising efforts and pursue grant opportunities to cover programmatic and operational costs.
- * Serve as the budget manager for the Indy STEM Alliance, working closely with the Center's Director of Marketing and Operations to comply with Marian University budget practices.
- * Represent the Indy STEM Alliance at meetings on local, regional, state, and national levels.
- * Hire and oversee any staff needed to support the Indy STEM Alliance.
- * Prepare and maintain reports for internal and external partners.

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- * Identify individuals who can serve on the Center for Vibrant Schools Board of Visitors and oversee and lead working group meetings twice each year; and
- * Other duties as assigned.

University Expectations:

- * Knowledge of and a commitment to the mission of Marian University.
- * Adheres to Marian University's policies and procedures.
- * Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors.
- * Communicates regularly with supervisor about department issues.
- * Meets department productivity standards.
- * Participates in developing department goals, objective, and systems.
- * Assists to establish department measurements that align and support the accomplishment of the University's strategic goals.
- * Adheres to the department budget.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Well-qualified candidates will have the following skills and credentials:

- * A bachelor's degree is required in related STEM or education fields. Master's degree in related STEM or education fields is preferred.
- * Minimum of five years of strategic planning, project management, or organizational assessment experience; preferably in higher education or academic settings.
- * Operational soundness with the ability to grow programs and work with people collaboratively to achieve goals.
- * Ability to work well within and across a complex organization in an academic setting.
- * Capability to adopt a "high-level view," and balance multiple priorities to identify opportunities for the institution to gain efficiencies and further advance its mission.
- * Ability to work with diverse groups, cultures, and communities.
- * Demonstrated expertise in strategic planning, assessment, and data analysis.
- * Staff and project management experience is required.

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- * Experience organizing and leading professional development for teachers.
- * Highly organized and diligent in completing tasks.
- * Strong written and oral communication skills.
- * Demonstrated ability to meet deadlines.
- * Experiencing managing a staff.
- * Ability to multitask and prioritize.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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