



Manager, Membership and Events

TITLE: Manager, Membership and Events

REPORTS TO: VP, Growth and Strategic Partnerships

STATUS: Exempt

SCHEDULE: Full-time

LOCATION: Fully Remote

ORGANIZATION OVERVIEW

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls¹ across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential, with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach *one million girls* by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and 20+ employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

We are looking for a full-time Manager for Membership and Events (Manager) who will sustain and develop a national network of STEM-connected professionals (i.e. event coordinators, mentors, role models, workshop facilitators, etc.) and related organizations. We call this the STEM Events Network (Network). The ultimate goal of the Network is to help the STEM professionals/organizations provide high-quality and equitable, gender and culturally responsive STEM experiences. TBG would like to exponentially grow this established to inspire more BIPOC girls from marginalized communities to pursue STEM education and careers.

¹ Techbridge Girls (TBG) serves Black, Indigenous, and all girls of color, which includes cis girls, trans youth, gender non-conforming, and/or non-binary youth who experience(d) girlhood and economic insecurity as a part of their journey.



The Network is composed of members who participate in and/or coordinate activities designed to encourage and educate youth about STEM and STEM careers. The primary responsibility of the Manager of Membership and Events is to coordinate activities to recruit and retain members and operationalize the Network.

The Manager will report to the VP, Growth and Strategic Partnerships. The ideal candidate will have strong project management, and relationship-building skills, and be highly innovative in their approach to expanding partnerships. Additional responsibilities include the following:

RESPONSIBILITIES INCLUDE:

- Developing innovative strategies to grow the Network by analyzing membership trends, using best practices in the field, and conducting stakeholder research.
- Planning and conducting membership events, and other meetings to build Network member engagement and grow membership, including traveling to event locations.
- Identifying member resource needs and collaborating with other TBG departments and/ or external partners or vendors to meet the needs.
- Deepening relationships to sustain existing membership.
- Developing and overseeing new member drives in collaboration with the Communications department.
- Assessing and collaborating with the IT team to create and/or streamline processes to support the network.
- Ensuring the high quality of the resources provided to members.

QUALIFICATIONS:

The Manager will be committed to Techbridge Girls' strategy, mission, and vision. All candidates should bring at least three years of volunteer management and/or partnership-building experience. The ideal candidate will be/have:

- Strong practice of self-reflection and examination of their own biases and privilege.
- A commitment to interrupting inequity on a personal and professional level.
- Expertise in volunteer engagement and partnership development.
- Demonstrated relationship building/customer service.
- Excellent project management skills.
- Comfort and proficiency with using google applications, CRM systems (e.g. Salesforce), and project management tools (e.g. Asana).
- Superb communications skills (e.g. writing, public speaking, and presentation).
- Comfort working in teams, virtually, and connecting via mobile office technology.



OUR TEAM

We dream big, and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as the team wins. We also express appreciation to each other in giving and receiving feedback and how we set goals. We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. Techbridge Girls offers competitive compensation and generous benefits, including:

- Twenty days of paid vacation and 13 days of paid sick time/year.
- A 403(b) retirement plan with a contribution.
- Medical, dental, and vision insurance.
- Monthly cell phone and Internet stipends.
- Paid sabbatical and parental leave.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, including compensation requirements and why you seek this position and a resume with the subject "Manager Membership and Events" to jobs@techbridgegirls.org. **Please note that proof of full COVID-19 vaccination is required prior to hire.**

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer committed to addressing issues of racism and inequity internally and externally.