



POSITION PROFILE

EXECUTIVE DIRECTOR

NATIONAL CONSORTIUM OF STEM SCHOOLS

The National Consortium of STEM Schools (NCSS) is seeking a collaborative, strategic, and mission-driven leader to serve as its next Executive Director. This individual will guide the organization's day-to-day operations, support strategic initiatives, and strengthen partnerships across the STEM education landscape.

About the National Consortium of STEM Schools

NCSS is a 501(c)(3) nonprofit organization founded in 1988 by a small group of STEM-focused high schools. Today, NCSS serves a diverse and growing network of K–12 schools and school districts committed to advancing excellence and innovation in science, technology, engineering, and mathematics education.

NCSS operated as a volunteer-led organization until 2013, when it hired its first Executive Director, who will be retiring at the end of 2026. The organization operates with a lean, distributed model: all eight staff members are part-time independent contractors working remotely across the United States.

Position Overview

The Executive Director reports to the Board of Directors and works closely with the Board President, staff, and external partners to ensure the continued growth and impact of the organization.

Key Responsibilities

Leadership & Staff Management

- Lead and support a team of part-time staff responsible for membership, sponsorships, conference planning, finance/bookkeeping, marketing and communications, partnerships, and administration



- Conduct regular one-on-one check-ins and facilitate bi-weekly staff meetings
- Foster a collaborative, accountable, and mission-aligned remote work environment

Board Engagement & Governance

- Partner with the Board of Directors and its committees to advance organizational priorities
- Support the Board President in planning meetings and executing key initiatives
- Ensure strong communication and alignment between board and staff

Partnerships & External Representation

- Represent NCSS in national STEM-related coalitions and initiatives
- Develop and maintain strategic partnerships to expand the organization's reach and influence
- Serve as a visible ambassador for NCSS within the STEM education community

Financial Oversight

- Oversee budgeting, financial planning, and coordination with bookkeeping functions
- Monitor revenue streams, including membership dues and sponsorships
- Support efforts to sustain and grow organizational resources

Operations & Program Support

- Ensure effective coordination across all areas of the organization
- Support planning and execution of the annual conference and other key events
- Assist the Board President and leadership team with organizational initiatives

Qualifications

Required

- Demonstrated leadership experience in education or nonprofit management
- Strong organizational and project management skills in a remote work environment
- Experience working with or supporting a board of directors
- Excellent communication and relationship-building skills



- Ability to manage multiple priorities independently in a part-time role

Preferred

- Familiarity with STEM education and/or K–12 school systems
- Experience with membership organizations or professional associations
- Background in partnership development, fundraising, or sponsorships
- Financial oversight or budgeting experience

Position Details

- Part-time, averaging approximately 25 hours per week
- Workload may increase during peak periods, particularly around the annual conference
- Fully remote position (Washington, DC area preferred, but not required)
- Able to travel every other month for short periods, plus one longer period for conference
- Compensation range is \$65,000 to \$70,000
- All staff, including the Executive Director, are independent contractors (1099s)
- There are no health benefits or 401(k) contributions in the organization
- Start date: Preferred by November 1, 2026 to transition with current ED

Application Process

Interested candidates should submit a cover letter describing their interest and relevant experience and current résumé or CV through [our online application](#).

Questions: Contact Board President Lisette Morris lmorris@ingenuityproject.org

Application deadline is August 1, 2026.