Program Director, Dolciani Mathematics Enrichment Grants (DMEG)
Part-Time

The Mathematical Association of America includes in its mission to advance the understanding of mathematics and its impact on our world. The Mary P. Dolciani Halloran Foundation provides funding to the MAA for awarding grants of up to $5000 for projects that develop mathematical enrichment programs for middle school or high school students. The goal of the program is to interest students who are ready for more challenges in the study of mathematics and encourage them to further their mathematical studies. Reporting to the Director of Programs and Grants Management, the program director for DMEG is a part-time, remote position. The program director will lead implementation for the yearly cycle of DMEG awards and grantees. An ideal candidate for this position will have interest and experience in successfully identifying math programs for students in middle school and high school.

The application cycle for this program begins in November and ends in February. The director will be expected to attend the annual proposal review meeting in the spring, whether in person at MAA HQ in Washington, DC or virtually. Outside of the active application cycle, the director will field questions from current and past grantees, looping in MAA when needed.

Job Responsibilities:

- Solicit grant proposals and communicate with current and prospective project organizers to answer questions regarding project design and implementation
- Identify, convene, and chair a yearly proposal review panel
- Notify all applicants of funding decisions
- Work with MAA staff to plan program logistics, deliverables, timelines, and collect annual reports for funded projects
- Correspond with the funder’s point of contact to provide updates or respond to inquiries
- Provide annual reports on the status of the program to the Dolciani Halloran Foundation
- Work with awardees to encourage participation at MAA conferences

Qualifications:

Education

- Master’s degree in the mathematical sciences or a related field

Experience

- Experience working with grant-funded programs (preferably related to STEM education)
- Strong track record managing projects towards successful outcomes
- Proven ability to work effectively and respectfully with diverse populations in a culturally sensitive way.
**Knowledge, Skills, and Abilities**

- Ability to provide programmatic assistance and counsel to external stakeholders
- Exceptional communication and interpersonal skills both written and verbal.
- Ability to represent the organization at conferences and effectively share outcomes and impact of the funded projects
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work efficiently and independently
- Ability to exercise sound judgment, use discretion, and maintain confidentiality.
- Ability to maintain cooperative and mutually beneficial relationships.
- Ability to handle matters expeditiously, proactively, and follow through on projects to successful completion, including with deadline pressures.
- Demonstrated high level of service and response.
- Proficiency with MS Office Suite and other technology including web-based systems, such as Google Drive

**Working Conditions**

- This is a telework position. Candidates should ensure they have appropriate space and equipment to carry out responsibilities.
- This is a part-time position. A modest stipend will be provided annually, and expenses for required travel will be reimbursed. Other benefits will not be offered.

To apply please send a cover letter and resume to programs@maa.org by February 28, 2022.

**EQUAL OPPORTUNITY EMPLOYER**