



Request for Proposals (RFP) for SciMathMN Executive Director

Introduction

SciMathMN is a 501(c)(3) nonprofit organization with the mission of bringing together a statewide STEM community to promote equitable and accessible STEM learning and workforce participation, empower lifelong learning, and inspire informed community action in Minnesota.

This RFP is open to proposals from both qualified individuals and organizations, hence forth called "the contractor." SciMathMN is seeking a visionary and results-oriented contractor to lead the organization in achieving its strategic goals. Said contractor can include an individual person or team of people to accomplish the goals outlined below.

Clarification of "Contractor" Definition

- Sole Provider vs. Shared Responsibilities:
 - SciMathMN is open to proposals from both qualified individuals and organizations.
 - If an individual is selected as the contractor, they will be responsible for all aspects of the Executive Director role.
 - If an organization is selected, they must clearly identify the specific individual within their organization who will serve as the primary point of contact and be solely responsible for fulfilling the Executive Director role.
The organization may provide support services (e.g., administrative, IT., etc.) to the designated individual, but the individual will be accountable for all duties and responsibilities outlined in this RFP.
- Organizational Support:
 - Regardless of whether an individual or an organization is selected, the contractor must clearly outline in their proposal the level of support they will provide to fulfill the Executive Director role. Applicants should specify:
 - FTE support: The percentage of full-time equivalent support provided by the contractor to the role (e.g., 1.0 FTE, 0.75 FTE).
 - Access to resources: Access to office space, administrative support, technology, and other relevant resources.

About the Opportunity

SciMathMN seeks contracted support to provide visionary, results-oriented, leadership to achieve its strategic goals. The contractor will be a collaborative leader with a proven record of success in nonprofit management, fundraising, and stakeholder engagement.

Available Funding

This RFP is for up to \$60,000.



SciMathMN operates with an annual budget of \$90,000, which includes up to \$60,000 allocated specifically for personnel costs. This \$60,000 is expected to cover salary, benefits, and any outsourced services (e.g., fundraising, event management, etc.) as outlined by the contractor. Applicants should describe how they would allocate these funds to maximize impact. If additional operational fundraising is anticipated, please indicate this in your proposal along with a plan for achieving and sustaining it.

Awarded Contract Length

An initial contract for at least one year will be awarded, with an option to continue based on mutual agreement between SciMathMN and the contractor. Applicants should indicate their available starting date and preferred initial contract length.

Key Responsibilities

- **Strategic Leadership & Vision:** Develop and implement a strategic plan that aligns with SciMathMN's mission and vision. Cultivate a high-performing team environment and foster strong relationships with key stakeholders.
- **Operational Excellence:** Oversee all aspects of organizational operations, including board management, fiscal management, program development, administrative functions, and human resources as applicable (e.g., managing volunteers or contractors). Ensure efficient and effective use of resources while maintaining compliance with legal and regulatory requirements. Responsibilities may also include risk management and oversight of technology systems to support organizational goals.
- **Fundraising & Development:** Develop and implement a comprehensive fundraising strategy to secure sustainable funding from diverse sources, including foundations, corporations, individuals, and government grants.
- **Communication & Advocacy:** Serve as the primary spokesperson for SciMathMN. Develop and implement effective communication and marketing strategies to build brand awareness, engage stakeholders, and advocate for STEM education policies.
- **Program Management:** Oversee the successful implementation and evaluation of key programs and initiatives, including the Minnesota STEM Teacher Center, STEM Day at the Fair, and STEM Day at the Capitol. Continuously identify and explore potential new programs and initiatives that align with SciMathMN's mission and bring value to constituents.
- **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders, including educators, policymakers, business leaders, and community partners.

The Contractor will serve at the pleasure of the SciMathMN Board of Directors and will regularly collaborate with the board to provide strategic updates, align on goals, and support board governance, including meeting facilitation and committee engagement.

SciMathMN is open to flexible work arrangements, including remote work, provided the contractor can successfully meet the outlined responsibilities and organizational goals.



About SciMathMN

SciMathMN is a 501(c)(3) nonprofit organization with a 30-year history of advancing STEM education in Minnesota. Founded in 1993, we emerged from the national standards movement and have played a pivotal role in:

- Developing state STEM standards and providing implementation support for constituents.
- Supporting constituents through professional development opportunities and resources.
- Advocating for equitable and accessible STEM learning opportunities for all Minnesotans.
- Building partnerships between educators, businesses, and policymakers.

SciMathMN has a proven record of success and a deep understanding of the Minnesota STEM education landscape. Current areas of focus, include:

Enhance Diversity in Event Recruitment

- Objective: Increase the diversity of participants in SciMathMN events and programs.
- Action Items:
 - Develop a targeted recruitment plan.
 - Partner with organizations serving underrepresented communities.
 - Train board members and volunteers in inclusive recruitment practices as needed.
- Outcomes:
 - A more diverse participant base in SciMathMN events and programs.
 - Increased representation of underrepresented groups in the STEM field.
 - A more inclusive and welcoming STEM community.

Diversify and Increase Funding Sources

- Objective: Secure an additional \$100,000 in funding from new sources within the next two years.
- Action Items:
 - Develop a comprehensive fundraising strategy.
 - Identify and cultivate corporate sponsors and foundations.
 - Write grant proposals tailored to relevant funding opportunities.
 - Explore crowdfunding initiatives and individual donor campaigns.
- Outcomes:
 - Greater financial stability for SciMathMN.
 - Expanded capacity to deliver impactful programs and services.
 - Increased flexibility to address emerging community needs.

Amplify Awareness of Diverse STEM Pathways



- Objective: Increase awareness of diverse STEM careers and role models.
- Action Items:
 - Develop and execute a content calendar featuring diverse STEM professionals.
 - Organize events and workshops that highlight diverse STEM careers.
 - Collaborate with schools and community organizations to promote STEM opportunities.
 - Create and share engaging social media campaigns featuring diverse STEM stories.
- Outcomes:
 - Increased interest in STEM careers among young people.
 - A stronger and more diverse pipeline of future STEM professionals.
 - A more inclusive and equitable STEM community.

Modernize the STEM Teacher Center

- Objective: Redesign the STEM Teacher Center to improve user experience and relevance.
- Action Items:
 - Conduct a comprehensive user needs assessment.
 - Develop an updated website or platform for the STEM Teacher Center.
 - Curate high-quality, relevant teaching resources.
 - Provide professional development opportunities for educators.
- Outcomes:
 - Increased usage of the STEM Teacher Center platform.
 - Enhanced teacher satisfaction and effectiveness in STEM instruction.
 - Strengthened partnerships with educators and schools statewide.

Strengthen Advocacy Efforts

- Objective: Advocate for increased funding, policy, and support for STEM education in Minnesota.
- Action Items:
 - Develop and communicate a clear policy agenda.
 - Build relationships with policymakers and influencers.
 - Organize grassroots advocacy campaigns to build public support.
 - Represent SciMathMN at legislative hearings and community forums.
- Outcomes:
 - Increased public and legislative funding for STEM education initiatives.
 - Stronger STEM policies supporting equitable education.
 - Greater public awareness of STEM's critical importance to Minnesota's future.

Elevate Brand Awareness and Outreach

- Objective: Improve SciMathMN's brand recognition and stakeholder engagement.
- Action Items:



- Develop a robust marketing and communications plan.
- Refresh and modernize the SciMathMN brand.
- Leverage social media platforms to engage with the STEM community.
- Build relationships with media outlets to secure positive coverage.
- Host engaging events, webinars, and public-facing initiatives.
- Outcomes:
 - Increased website traffic and social media engagement.
 - Positive coverage in local and regional media outlets.
 - Strengthened brand recognition as a leader in STEM education.
 - Enhanced reputation for workforce development and community impact.

Qualifications

Experience

- Minimum of two years of experience in nonprofit management.
- Proven record of success in fundraising, program development, and stakeholder engagement.
- Experience with board governance and management, including:
 - Board meeting facilitation and support
 - Board development and recruitment
 - Board committee oversight
- Experience with program evaluation and data analysis, including:
 - Developing and implementing program evaluation plans
 - Collecting and analyzing program data
 - Using data to inform program improvement
- Experience working with volunteers, including:
 - Volunteer recruitment, training, and supervision
 - Volunteer recognition and appreciation
- Experience with digital marketing and social media, including:
 - Developing and executing social media campaigns
 - Managing website content and online communications
 - Utilizing digital tools for outreach and engagement

Skills:

- Demonstrated experience in developing and implementing strategic plans.
- Strong fiscal management and budgeting skills.
- Excellent communication, interpersonal, and presentation skills (both written and verbal).
- Experience in grant writing, proposal development, and fundraising.
- Knowledge of the Minnesota STEM education landscape.
- Proficiency in Microsoft Office Suite or Google Workspace.

Attributes:

- Passion for STEM education and a commitment to SciMathMN's mission.



- Strong leadership, organizational, and time-management skills.
- Ability to work independently and as part of a team.
- Strong problem-solving and decision-making abilities.
- A commitment to diversity, equity, and inclusion.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30 points)**
 - Alignment with Position Requirements: How well do the proposed candidate's experience and qualifications align with the specific requirements outlined in the "Qualifications" section of this RFP? (10 points)
 - Leadership and Accomplishments: Demonstrated leadership skills, including the ability to motivate teams, build consensus, and achieve measurable results in previous roles. (10 points)
 - Commitment to Diversity, Equity, and Inclusion: Evidence of a commitment to diversity, equity, and inclusion in past work and a clear understanding of how to foster a diverse and inclusive environment at SciMathMN. (10 points)
- **Strategic Vision (20 points)**
 - Clarity and Alignment: Clarity and feasibility of the proposed strategic plan for SciMathMN, including alignment with the organization's mission, values, and current priorities. (10 points)
 - Innovation and Impact: Originality and potential impact of the proposed strategic plan, including innovative approaches to addressing key challenges and achieving organizational goals. (10 points)
- **Fundraising & Development (20 points)**
 - Fundraising Experience and Track Record: Evidence of successful fundraising experience, including securing funding from diverse sources (e.g., foundations, corporations, individuals, government grants). (10 points)
 - Demonstrated Fundraising Skills: Evidence of strong fundraising skills, including the ability to identify and cultivate potential funders, build and maintain donor relationships, and develop and implement successful fundraising campaigns. (10 points)
- **Communication & Engagement (15 points)**
 - Communication Skills and Experience: Demonstrated communication skills, including the ability to effectively communicate with diverse audiences through various channels (e.g., written, verbal, digital). Evidence of successful communication campaigns or projects. (8 points)
 - Stakeholder Relationship Building: Demonstrated ability to build and maintain strong relationships with key stakeholders (e.g., donors, partners, community members), including the ability to engage with diverse audiences and build trust and collaboration. (7 points)
- **Budget & Financial Management (10 points)**



- Budgetary and Financial Expertise: Demonstrated experience with developing and managing budgets, including experience with expense tracking, financial forecasting, and compliance with 501(c)(3) requirements. (5 points)
- Resource Management Skills: Demonstrated experience with managing and utilizing resources effectively, including:
 - Identifying and securing necessary resources (e.g., technology, equipment, supplies, etc.)
 - Overseeing the efficient use of resources within budget constraints
 - Collaborating with financial professionals (e.g., accountants, auditors) (5 points)
- **Overall Fit (5 points)**
 - Overall Impression: The overall impression of the proposal, including the clarity of presentation, professionalism, enthusiasm for the role and SciMathMN's mission, and the applicant's potential to be a successful and effective leader for the organization.

Application Process

Interested candidates (individuals or organizations) should submit a proposal that demonstrates their qualifications and alignment with SciMathMN's mission and priorities. Proposals will be evaluated based on the criteria outlined in the "Evaluation Criteria" section.

To ensure a fair and comprehensive review, proposals should include the following components:

1. Applicant Information:

- **If applying as an individual:**
 - Curriculum Vitae or Resume: A detailed document outlining the applicant's professional experience, accomplishments, and educational background.
- **If applying as an organization:**
 - Organization Overview: A brief overview of the organization, including its mission, values, and experience in relevant fields (e.g., nonprofit management, education, community development).
 - Point of Contact Information: Clearly identify the specific individual within the organization who will serve as the primary point of contact and be responsible for fulfilling the Executive Director role. Include their Curriculum Vitae or Resume.
 - Organizational Chart (if applicable): A simplified organizational chart illustrating the structure and key personnel within the organization.

2. Required for All Applicants:

- **Cover Letter (2 pages maximum):**
 - Express interest in the Executive Director role at SciMathMN.



- Highlight specific experiences and qualifications that directly align with the "Qualifications" section of the RFP (e.g., board governance, program evaluation, fundraising, stakeholder engagement).
- Articulate a commitment to diversity, equity, and inclusion (DE&I) and describe how you (individual or organization) will foster a diverse and inclusive environment at SciMathMN.
- Briefly outline your vision for SciMathMN's future.
- **Strategic Vision for SciMathMN (4 pages maximum):**
 - Describe your vision for SciMathMN's future, aligning with the organization's mission, values, and current priorities as outlined in the "About SciMathMN" section. Demonstrate an understanding of the Minnesota STEM landscape and SciMathMN's current areas of focus (Goals 1-6).
 - Articulate strategies to achieve those objectives, including examples of potential actions or initiatives and measurable performance metrics to evaluate progress and success.
- **Fundraising Approach & Experience (4 pages maximum):**
 - Describe your experience with securing funding from diverse sources (e.g., foundations, corporations, individuals, government grants). Provide specific examples of successful fundraising campaigns or projects you have led in the past, including the amount of funding raised, the challenges faced, and the lessons learned.
 - Outline your general approach to fundraising development, including how you identify and cultivate potential funders and build and maintain strong relationships with donors.
- **Communication & Engagement Approach (3 pages maximum):**
 - Describe your experience with developing and implementing effective communication strategies, including the use of digital and traditional media (e.g., social media, email, website content, public speaking, presentations). Provide specific examples of successful communication campaigns or projects you have led.
 - Describe your approach to building and maintaining strong relationships with key stakeholders (e.g., donors, partners, community members). Explain how you effectively engage with diverse audiences and build trust and collaboration. Provide specific examples of successful collaborations you have fostered in the past.
- **Budget & Financial Management Experience (2 pages maximum):**
 - Describe your experience with developing and managing budgets, including experience with:
 - Expense tracking and reporting
 - Financial forecasting and planning
 - Grant financial reporting requirements
 - Compliance with financial regulations (e.g., 501(c)(3) requirements)



- Describe your experience with managing and utilizing resources effectively, including:
 - Identifying and securing necessary resources (e.g., technology, equipment, supplies, etc.)
 - Overseeing the efficient use of resources within budget constraints
 - Collaborating with financial professionals (e.g., accountants, auditors, etc.)
 - **Organizational Support Plan (1 page maximum):** (for Organizations Only)
 - Clearly outline the level of organizational support that will be provided to the Executive Director, including:
 - The level of FTE support designated for the Executive Director (e.g., 1.0 FTE, 0.75 FTE, etc.).
 - A description of the Executive Director's access to organizational resources, such as office space, administrative support, technology, etc.
 - **Availability Contract Execution Dates:** Given the timeline below, please articulate the soonest start date available to support this role if awarded the RFP.
- 3. Optional (for Organizations Only):**
- **Organizational Resources & Support:** A brief description of any additional organizational resources or support that the organization will provide to the Executive Director (e.g., access to specialized expertise, mentorship programs, etc.).
- 4. References:** Three letters of support from professional references familiar with the applicant's work and qualifications.

Submission Instructions:

Proposals should be submitted electronically in a single PDF document to execdir@scimathmn.org by February 24, 2025. Please name the document according to the following format: "Applicant Name/Organization Name_Executive Director Application.pdf"

Selection Timeline:

- RFP Release: **February 3, 2025**
- Virtual Meeting(s): SciMathMN Executive Director RFP Q&A:
 - **February 12, 2025 | 12:30 PM Central Time (US and Canada)**
Join Zoom Meeting:
<https://pltw.zoom.us/j/99625657256?pwd=IQYD9WE7yMwHP4P082DgLutH6QjI7.1>
Meeting ID: 996 2565 7256
Passcode: 024370
One tap mobile
+16469313860,,99625657256# US
+19294362866,,99625657256# US (New York)
 - **February 13, 2025 | 04:00 PM Central Time (US and Canada)**



Join Zoom Meeting:

[https://pltw.zoom.us/j/91481422318?pwd=1HzTvz6JMtOxzVjTfkASx7sBiO6RCq.
1](https://pltw.zoom.us/j/91481422318?pwd=1HzTvz6JMtOxzVjTfkASx7sBiO6RCq.1)

Meeting ID: 914 8142 2318

Passcode: 446885

One tap mobile

+13092053325,,91481422318# US

+13126266799,,91481422318# US (Chicago)

- Application Deadline: **February 24, 2025, at 10:00 AM**
- Selection Announcement: **By April 1st, 2025**

We encourage you to carefully review the RFP and submit a proposal that demonstrates your qualifications and vision for leading SciMathMN into the future.

SciMathMN is an equal opportunity employer. We value diversity and inclusion at our organization and do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status