



**Position: Director of Programs**

- Remote consultancy
- 20 hours/week, variable
- Some domestic travel required
- Immediate opening. Preferred start date: May 1, 2024.
- Possibility of renewal, subject to funding.

**Summary:** Reports to TPSE's Chair and Vice Chair, and maintains overall strategic and operational responsibilities for program development and execution. Administrative support will be provided.

**Responsibilities: Leadership and Strategy**

- Develop multi-year and annual plans, for Board approval, that advance TPSE's goals and priorities.
- Writing grant proposals for project and operational funding to support TPSE Math activities.
- Work with the Board to cultivate, expand, and drive innovative strategies to execute TPSE's mission.
- Work with the Mathematics Advisory Group (MAG) leaders and subgroups to advance the TPSE agenda.
- Plan and run the TPSE Leadership Institute, a professional development program for mid-career mathematicians interested in assuming leadership positions.
- Oversee management of TPSE programs, communication strategy.
- Ensure overall organizational excellence through periodic program evaluation.
- Build and maintain strong and collaborative relationships with stakeholders in the postsecondary math community.
- Develop and execute a communication strategy to inform the community and public about TPSE's efforts and successes in advancing its agenda.

**Qualifications:**

- Former or current post-secondary mathematics faculty member with recognized accomplishments in both education and research.
- Proven team-building skills, and strong ability to work collaboratively with a diverse set of stakeholders.
- Network of contacts throughout the higher education mathematics community
- Excellent management and organizational skills and oral/written communication skills.
- Creative problem-solving and effective group facilitation abilities, especially in virtual settings.
- Action-oriented, mission-driven, innovative, and positive approach to leadership
- Passion for higher education reform and ability to energize and motivate partners and team members.
- Experience with public, partner, and funder relations.
- Fiscal management skills.
- Experience in program/project development and management.
- Experience in grant writing and grant management.
- Management experience.
- Commitment to diversity, equity and inclusion.

**To apply: Email CV with brief statement of interest to [admin@tpsemath.org](mailto:admin@tpsemath.org) by April 26, 2024 for best consideration.**