



# Continuous Improvement Manager

**Starting Salary Range:** \$50,000 - \$55,000

**Location:** Tulsa, OK

**Full or Part Time:** Full Time

**Supervisory:** No

**Reports to:** Program Director

**Date Opened:** January 28, 2022

## Position Description:

The Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry and workforce development initiatives, and PK-20 school systems, shaping, creating, and supporting high-quality STEM education for all. TRSA coordinates, strengthens, and directly provides opportunities, possibilities, and resources for educators and students in science, mathematics, engineering, and technology across the Tulsa region. By cultivating meaningful partnerships and pathways, educators and students are inspired and prepared to be STEM-ready. The collection, analysis and reporting of data is a major strategic component of Tulsa Regional STEM Alliance's role as a STEM Ecosystem lead for northeast Oklahoma.

TRSA is seeking someone who thrives in a fast-paced environment, is driven to explore new ways to increase the efficacy of the STEM ecosystem, and who would be an active member of a team of nonprofit professionals who value creating possibilities together so that all students are STEM ready. Ideal candidates are actively reflecting on how parts of their identity might give them advantages in the workplace—even if you didn't ask for them or earn them—while others might experience disadvantages. They reflect on how their position and how their power may shift depending on their environment, the people around them, or the institutions at play. The goal of this reflection is to build the awareness and compassion that is needed and expected to create an inclusive workplace and broader STEM ecosystem. Ideal candidates work to create an inclusive environment and behave in a way that ensures that partners and colleagues feel embraced, respected and valued, engaged and connected to the community, and safe from abuse and harassment.

Under the direction of the Program Director, the Continuous Improvement (CI) Manager will assess, monitor, report, and enhance the impact of our organization and the collective partnership of the alliance. Collaborating with other Program Managers and the Community Engagement Manager, the CI Manager has the responsibility of planning data strategies, designing data infrastructure (including agreements), implementing data collection efforts, advancing data literacy across TRSA and its partners, and effectively communicating to measure and improve efforts of TRSA's key focus areas including Cultivating the STEM Ecosystem, Inspiring and Preparing Students, and Strengthening Educator Capacity. The CI Manager coordinates closely with stakeholders (school districts, institutes of higher education, community organizations, and business/industry) and shareholders (i.e., students and families) to accelerate improvement across the ecosystem.

This CI Manager should be able to process and visualize data using various platforms (i.e., Excel, Tableau, Microsoft Power BI, etc.), report on project progress through project management software, and utilize all aspects of Google suite and Microsoft 365 to communicate effectively internally and externally. Local travel to TRSA-sponsored activities as needed and rare overnight travel.

## Position Responsibilities:

### 1. Design and Implement Data Collection and Analysis Efforts to Establish Evidence of the Efficacy of the Tulsa Regional STEM Ecosystem.

*Examples of responsibilities include, but are not limited to:*

- Work with TRSA staff, partners, vendors, and other community stakeholders to design and implement a data strategy for TRSA that supports internal activities as well as the collective efforts of the ecosystem; activities may include survey design/collection efforts, coordinating data sharing initiatives between partners, and communication strategies for how best to use data
- Work with TRSA staff, partners, and vendors as needed to design and coordinate data governance activities, including the creation and organization of data use/data sharing/other relevant agreements as well as ongoing communications
- Recommend and guide the development of KPIs and collect supporting data on STEM events, activities and programming in the Tulsa region
- Conduct key surveys, details of which to be finalized in consultation with Project Director
- Complete data entry for responses on STEM work from TRSA and Alliance partners
- Analyze key themes from the above surveys
- Deliver data content that can be used for group seminars, forums and public communications and presentations
- Create [informative and decisional reports](#) and presentations for a broad array of audiences, including baseline and results reports and the data aspects of TRSA's Annual Report
- Work with staff and partner organizations to prepare topical data reports

### 2. Cultivate a Common Agenda and Shared Measurements to Promote Continuous Improvement Across the Tulsa Regional STEM Ecosystem.

*Examples of responsibilities include, but are not limited to:*

- Cultivate strong partnerships that support mutually reinforcing and equity-centered activities of the STEM ecosystem aimed at ensuring all students are STEM ready
- Design and implement a shared measurement system that promotes process improvement and the measurement of program performance and effectiveness, including but not limited to the PEAR Dimensions of Success and Hope Score
- Identify needs relating to improvements in program quality and measure efficacy of solutions implemented to address these issues
- Teach other team members and Alliance partners to lead improvement efforts including training on effective tools for successful project leadership
- Provide support to Alliance partners in continuous improvement in the form of data collection, program improvement consultation and training
- Lead annual TRSA Ecosystem Community of Practice for Evaluation Alignment and Continuous Improvement
- Work with staff and partner organizations to plan, coordinate and provide periodic progress reports regarding the project's data work

### 3. Support the Development and Programmatic Efforts of the Tulsa Regional STEM Alliance, Including Cultivating the STEM Ecosystem, Inspiring and Preparing Students, and Strengthening Educator Capacity.

*Examples of responsibilities include, but are not limited to:*

- Support the development of grant applications and reports
- Act as Chair of Scientific Review Committee for the Tulsa Regional Science Fair
- Attend and participate in key events throughout the year
- Provide logistics and planning assistance for events TRSA events and activities, as needed

## Other Duties As Assigned:

- Support development efforts such as staffing major fundraising events, supporting documentation and donor acknowledgment letters.
- Support special projects and initiatives of TRSA and its partners as needed.

## Required Qualifications:

- Knowledge and understanding of data collection, analysis, and reporting methodologies that promote collective impact and continuous improvement
- Experience convening others to engage in collaborative, equity-centered work
- Bachelor's Degree in business administration, process management, operations, data analytics, or similar area
- Demonstrated experience with clear and persuasive communication (both written and verbal)
- Demonstrated capacity to engage in advanced statistical analysis
- Proficiency with technology, including Google Suite (docs, sheets, and slides, or equivalent programs)
- Experience with writing, receiving, or assisting with grant proposals
- Valid Driver's Licence and reliable transportation
- Ability to travel locally regularly (1+ local trips/week) and overnight occasionally (<3 nights/year)

## Preferred Qualifications:

- Master's Degree in data analytics or business administration
- 5+ years' experience in data, process optimization, or collective impact
- Knowledge of IRB procedures
- Experience with creating surveys and Likert scale questions
- Knowledge of MS Access or similar relational database software

## Compensation:

- The annual salary range for Managers is set at \$50,000 to \$60,000.
- Benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 14 holidays.

## Equal Employment Opportunity:

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.