



Associate Director of Special Projects, American Institute of Mathematics

The Organization:

The American Institute of Mathematics (AIM) is one of six U.S.-based mathematics research institutes supported by the National Science Foundation, with a mission of advancing mathematics through collaboration. Each year AIM hosts more than 800 mathematical scientists from around the world for one of our focused research programs. We also engage in significant activities intended to broaden participation in mathematics. These activities are managed by our Special Projects Division, and include nationally recognized education initiatives such as the Math Circle Network, as well as the newly launched Math Communities coalition. Through these education programs, we seek to connect practicing mathematicians directly with students and educators and to increase access to joyful experiences of mathematics, especially for individuals from historically underrepresented, underserved, or marginalized communities.

The Role:

After 26 years in the San Francisco Bay Area, AIM is relocating this July to our new home on the Caltech campus in Pasadena, CA. We are currently seeking an **Associate Director of Special Projects** to spearhead our math education and public engagement work in the L.A. area.

The primary charge of the Associate Director of Special Projects will be to develop a flagship model of an equity-focused “joyful math” ecosystem serving a large urban area. This model will directly inform the design of AIM’s national programs. It will also serve as an inspiration and proof-of-concept for other math ecosystems around the country.

In addition to their L.A.-based work, the Associate Director of Special Projects will work closely with the Director of Special Projects to develop national strategy, evaluate programs, and manage external partnerships and collaborations. They will also play an important role in AIM’s general operations, especially with regard to communications, grant proposals, conferences, and other projects as the need arises.

The Person:

The Associate Director of Special Projects will possess a strong background in mathematics, an entrepreneurial spirit, and a passion for building a future where everyone, regardless of their

race, gender, sexual orientation, ability status, or geographic location, has access to joyful, rigorous, and relevant mathematics. The ideal candidate will hold a graduate degree in mathematics or mathematics education and will have significant expertise with K-12 and/or higher education systems, as well as extensive hands-on experience with math engagement and community building programs (e.g., Math Circles, Math Festivals, after-school programs, etc.). They will also have a strong interest in gaining familiarity with AIM's research activities and contributing to AIM's overall mission as an NSF-supported math research institute. Candidates with an active interest in mathematics education research are especially encouraged to apply.

Minimum Qualifications

- Experience working in K-12, higher education, or an education- or research-focused nonprofit
- Experience with math engagement programs for K-12 students, teachers, or families
- Interest in developing a broad network of K-12, higher ed, informal ed, and community stakeholders
- Interest in collaborating with researchers and evaluators to document the impact of programs
- Ability both to lead and to be a supportive team member
- Strong time management skills and the ability to manage complex projects flexibly and efficiently in a fast-paced environment
- Excellent written communication skills, including the ability to write for the public as well as academic audiences
- Ability to maintain a consistently high level of professionalism in interpersonal, verbal, and written communications
- Proficiency with standard office software (e.g., Microsoft, G Suite), and ability to learn how to use other software as needed (e.g., LaTeX, WordPress)

Desired Qualifications

- 3-5+ years of experience working in K-12, higher education, or an education- or research-focused nonprofit, or equivalent combination of education and experience
- Previous experience organizing a math engagement program for K-12 students, teachers, or families
- Previous experience in an administrative or managerial role
- Previous grant-writing and/or fundraising experience
- Experience designing activities or curriculum focused on mathematical problem solving (such as Math Circle or Festival activities)

Hiring Salary:

\$90,000 – 110,000 annually, depending on qualifications and experience

Location:

The Associate Director of Special Projects must be primarily based, or be willing to relocate so that they are based, within commuting distance of AIM's main office in Pasadena, CA. They will be expected to work in person at least 2 to 3 days per week. Because local networking is an important component of this role, they should also expect to spend a day or so per week visiting area schools and meeting with local stakeholders. Occasional domestic travel for conferences and collaborative meetings will also be required.

Start Date:

AIM will be in our Pasadena offices beginning July 1. The start date for the Associate Director of Special Projects is anticipated to be late summer or early fall 2023, with the exact date negotiable.

How to Apply:

Please submit a cover letter and CV as a single PDF file titled YOURLASTNAME(s)_YOURFIRSTNAME(s).pdf to mathresources@aimath.org. Your cover letter should include a statement of how your interests and experience match the position, and how the position relates to your prior work and your career trajectory.

Review of applications will begin June 1 and will continue until the position is filled. Please contact Brianna Donaldson, Director of Special Projects, at brianna@aimath.org with any questions about the position.