



GREATNESS
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STEM Council Operations Team

Iowa Governor's STEM Advisory Council Meeting
December 16, 2015

Serving the Iowa Governor's STEM Advisory Council as . . .

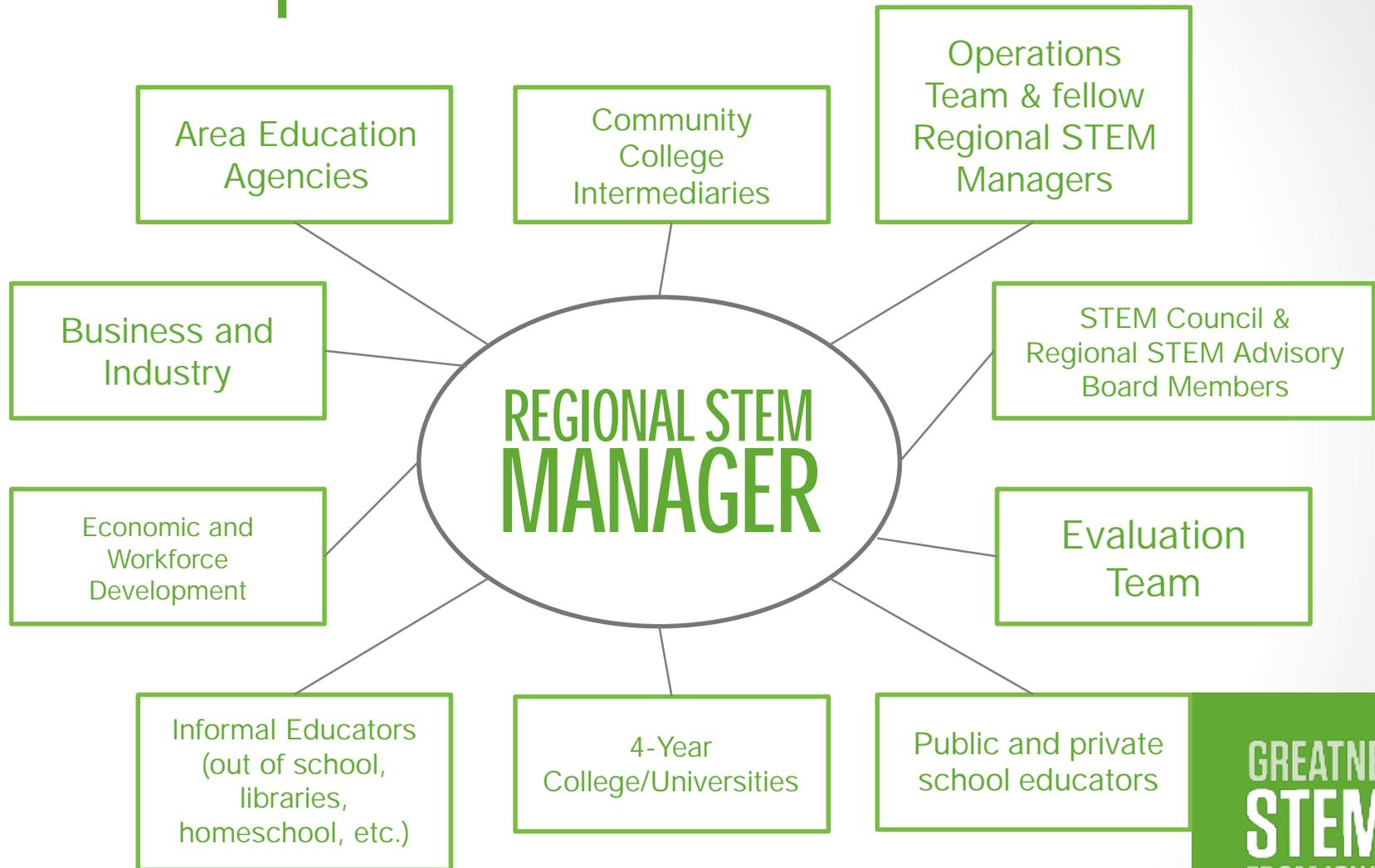
REGIONAL STEM MANAGER

Major responsibilities include:

1. Manage STEM program marketing, selection, contracts, budget, evaluation
2. Establish and grow partnerships with STEM stakeholders
3. Communicate regional STEM activities and updates
4. Provide leadership to the STEM Council by serving the broader state mission beyond the region.
5. Lead planning, partnering, publicity to organize community STEM festivals.

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Interface Responsibilities



A “Day in the Life” of the Regional STEM Manager

Time	Weather	What’s happening?
7 AM		E-mails
8 AM		Superintendents’ meeting at AEA
9 AM		Process festival and Scale-Up invoices, update budget
10 AM		Present with team at IA School Counselor’s Conference
11 AM		Prepare marketing material “STEM Ambassador” kits for Regional STEM Advisory Board
12 PM		Lunch with HR Director Group to talk about Teacher Externships
1 PM		Drive to site visit: phone calls with Scale-Up program provider
2 PM		Scale-Up program site visit: update social media, interview and photos for newsletter
3 PM		Drive back to office: phone calls
4 PM		Check out hub materials to after school program leader
5 PM		Analyze post-festival surveys

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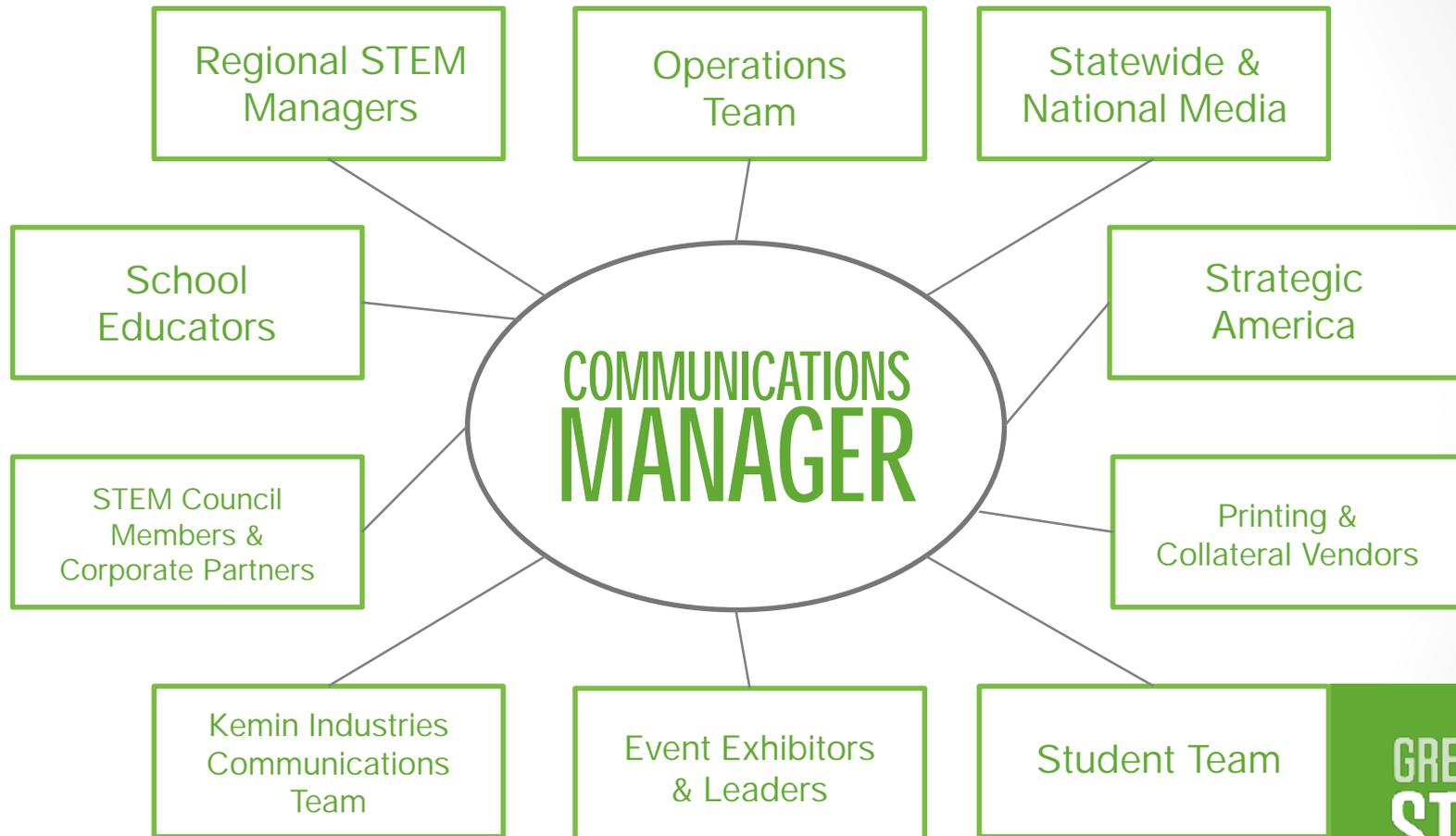
COMMUNICATIONS MANAGER

Major responsibilities include:

1. Coordinate, plan, and execute major events, including Code Iowa, STEM Day at the Fair, STEM Day at the Capitol, and the Iowa STEM Summit
2. Grow and maintain media relationships to pitch story ideas and media releases
3. Manage and create content for all social media channels, including Instagram, Facebook, Twitter, LinkedIn, and Pinterest
4. Manage and create content for the STEM Council website, including posting webforms, media releases, newsletters, and other resources
5. Producing and editing video to showcase various STEM programming for YouTube and designing promotional materials for conferences/events

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A “Day in the Life” of the Communications Manager

Time	Weather	What’s happening?
7 AM		Check e-mail and respond to time-sensitive requests
8 AM		Attend Operations Team meeting
9 AM		Drive to Des Moines — Media interview by phone
10 AM		Attend meeting at Strategic America
11 AM		Meet with State Fair leaders to begin planning efforts
12 PM		Help exhibit at the IASB conference
1 PM		Drive back to Cedar Falls — Code.org Teleconference
2 PM		Check social media activity & schedule out tomorrow’s posts
3 PM		Edit Code Iowa video and publish on YouTube
4 PM		Write newsletter stories and send off for review
5 PM		Design/update marketing materials (brochure, STEM Pocket Guide, etc.)

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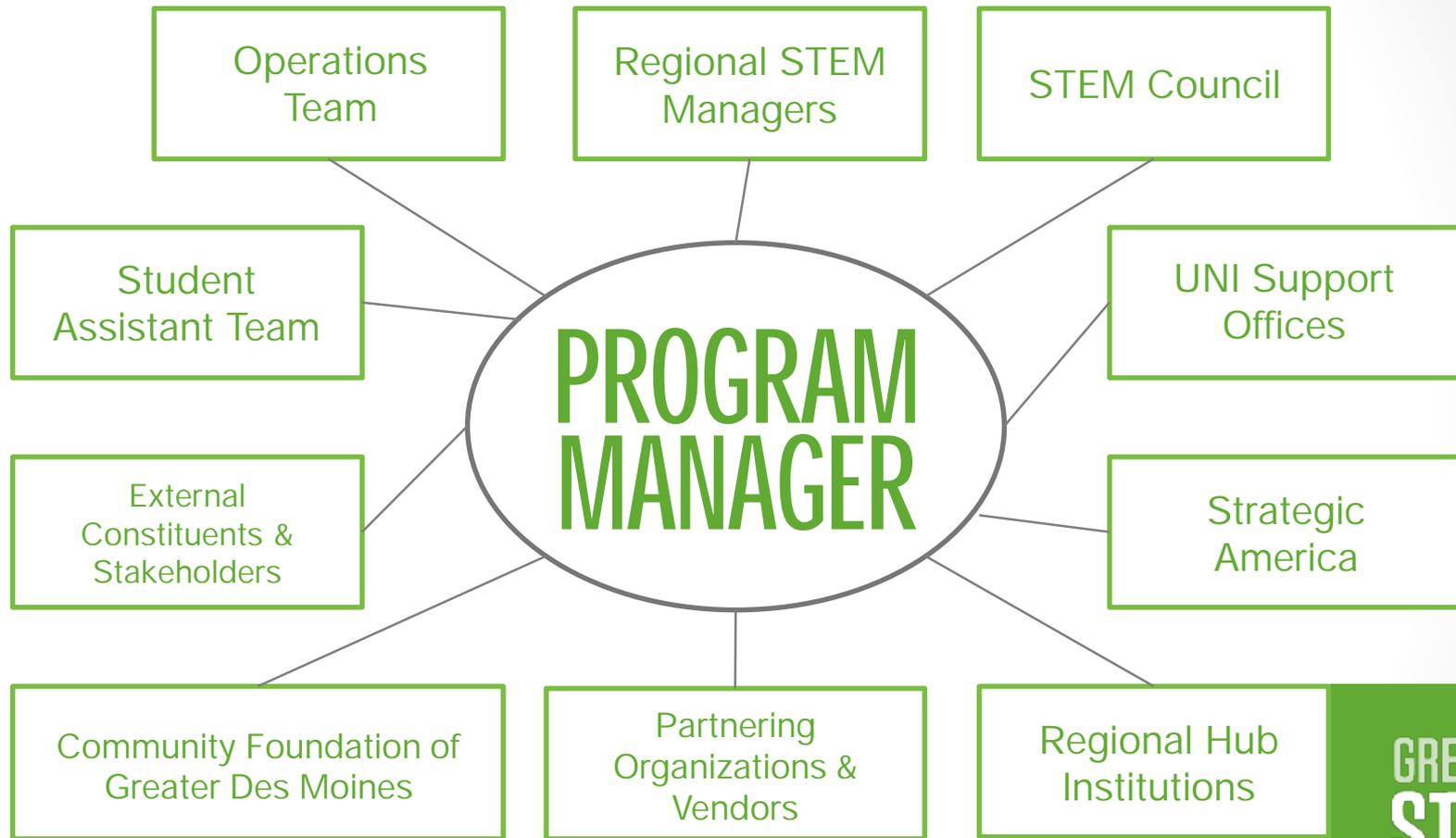
PROGRAM MANAGER

Major responsibilities include:

1. Budgetary Systems
2. Business/Financial Services
3. Contracts and Grant Agreements
4. Office and Human Resources Management
5. Constituent Relations

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A "Day in the Life" of the Program Manager

Time	Weather	What's happening?
7 AM		E-mail management: read, react, respond, file
8 AM		Develop grant agreements for STEM RLE (8) and STEM BEST (3) awardees and transmit agreements to the awardees
9 AM		Edit monthly newsletter and STEM Council meeting agendas; telephone inquiry from prospective Scale-Up Program provider
10 AM		Training on implementation of new iProcurement program under the institution's integrated financial system
11 AM		Submit personnel forms for Real World Externships Program coordinator and mentors
12 PM		Work with student assistants on new project assignments and on current projects
1 PM		Work with point person at the hosting facility for upcoming Governor's STEM Advisory Council meeting
2 PM		Bi-weekly status update meeting with IT Academy Coordinator Ann Watts and Microsoft IT Academy representatives
3 PM		Invoice payments, travel authorizations, travel reimbursements and business partner investment deposits with the Community Foundation of Greater Des Moines
4 PM		Manage hiring process of new student assistant
5 PM		E-mail management: read, react, respond, file

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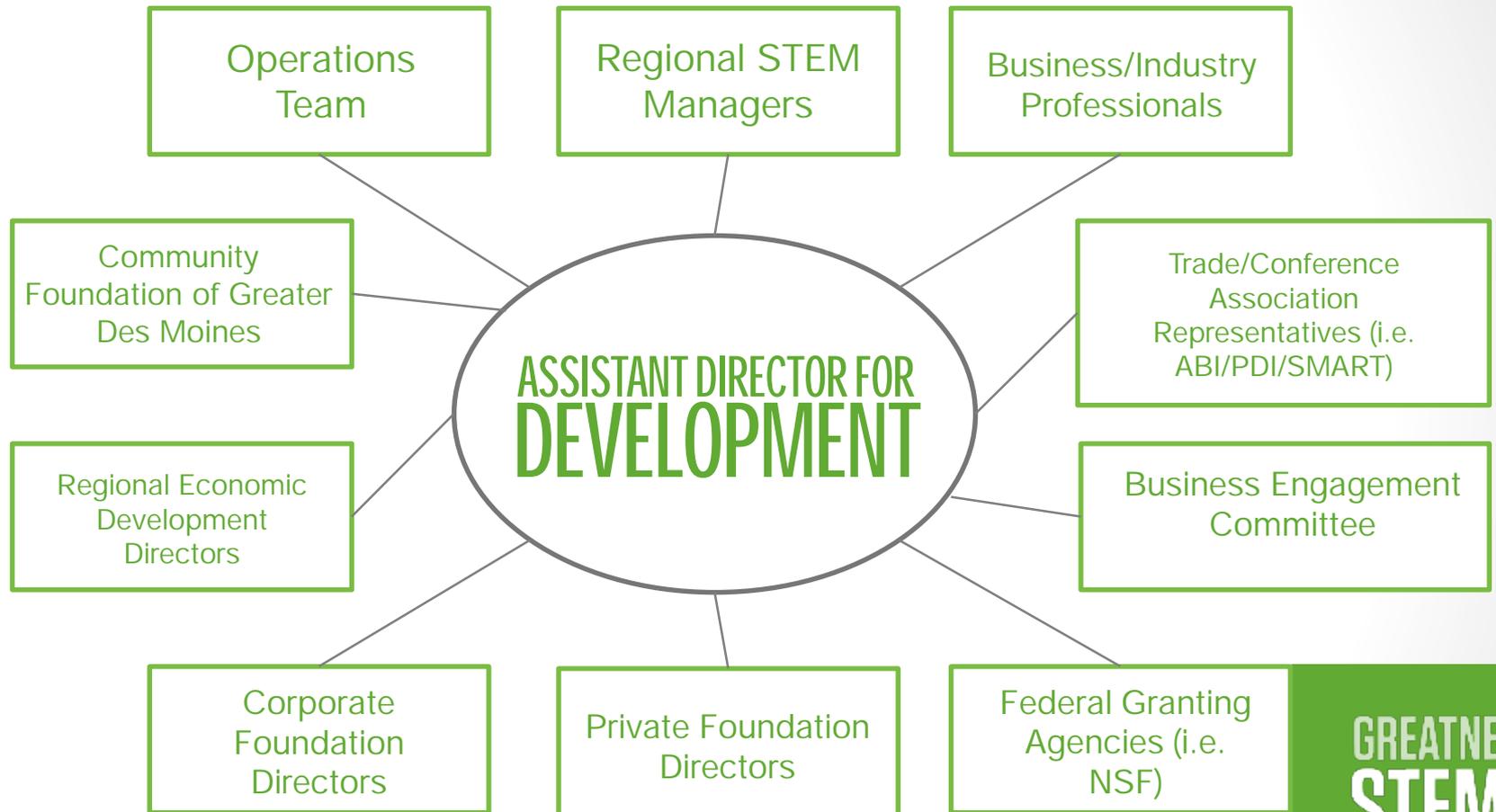
ASSISTANT DIRECTOR FOR DEVELOPMENT

Major responsibilities include:

1. Fundraising – Developing donor relationships writing grants/proposals
2. Donor relations/stewardship – Identifying opportunities for partnerships, management of private donor investments and submit required grant reports to donors
3. Business Educational Outreach – Conduct presentations to business, economic development, workforce groups and trade associations regarding Iowa STEM programming and opportunities for partnerships and funding
4. Supervisory – Conduct periodic performance review reports for STEM Regional Managers and attend STEM Regional Advisory Board meetings
5. Leadership/Team Participation – Chair business-engagement working group and regularly attend STEM Advisory Council meetings and events

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A “Day in the Life” of the Assistant Director for Development

Time	Weather	What’s happening?
7 AM		Review and send emails
8 AM		Regional STEM Managers Meeting/Operations Team meeting
9 AM		Drive to Donor Appt. – Phone calls to Corp Fdtn Reps, other businesses
10 AM		Business Donor Appt.(with CEO, Ops Mgrs, HR Mgrs)
11 AM		Business Donor Appt
12 PM		Presentation at Iowa CIO Forum or DLR Donor Event
1 PM		Visit with Economic Development Director
2 PM		REAP-CEP Grant Review and Selection
3 PM		Drive Home – More follow up phone calls
4 PM		Appointment Thank You’s / Grant research & writing
5 PM		Review Emails

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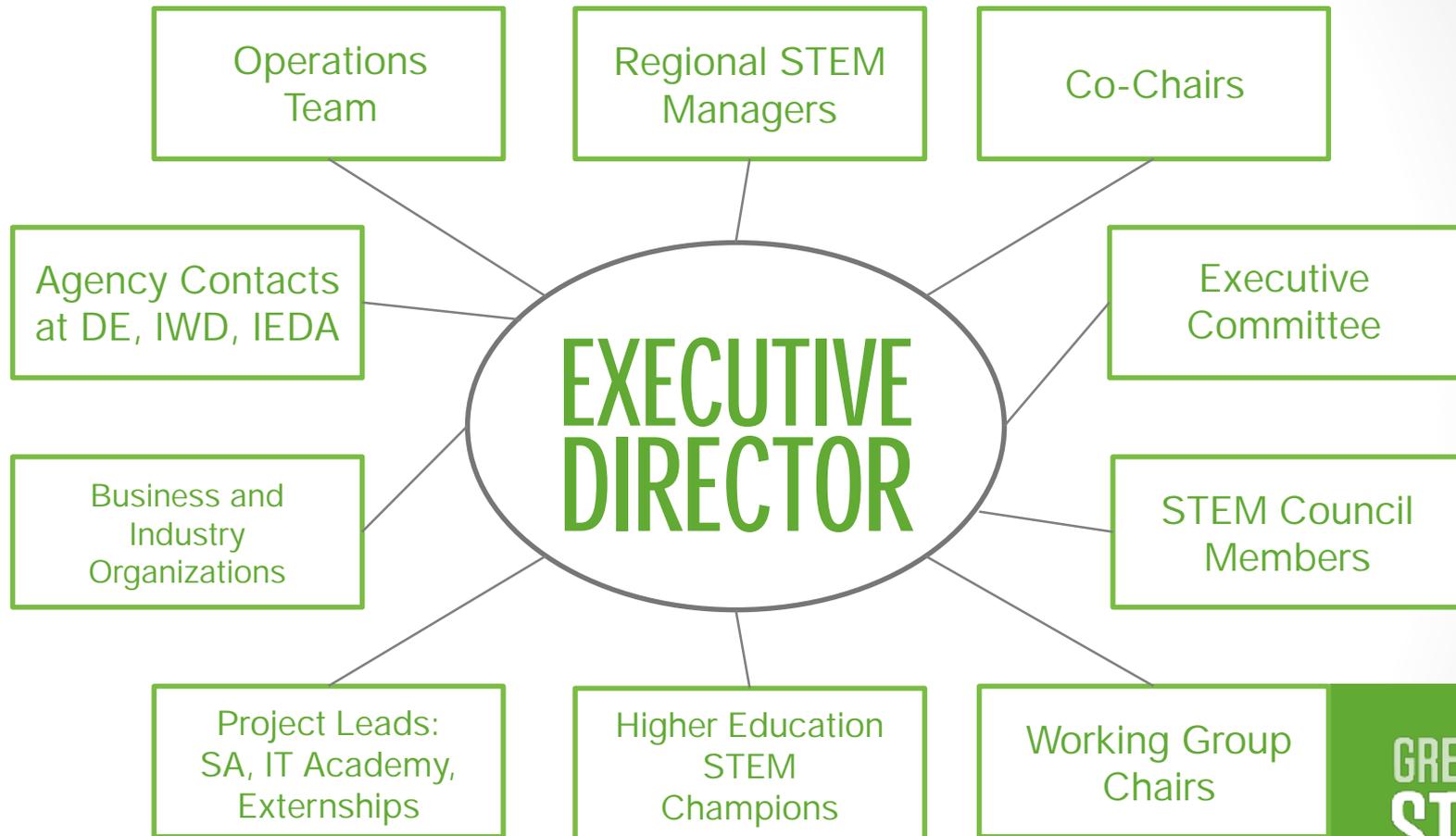
EXECUTIVE DIRECTOR

Major responsibilities include:

1. Direct Operations Team: Assistant Director for Development, Program Manager, Communications Manager
2. Direct Regional Network Management
3. Oversee Integration of Programs, Evaluation, Events, Bids, Searches, Studies
4. Coordination: Hub Institution Supervisors, Regional Board Chairs, Executive Committee and Governor's STEM Advisory Council, Mega-Meeting of Boards, Higher Education STEM Champions, Seal of Approval
5. Guide Committees and Working Group Chairs
6. Interface with Stakeholder Groups

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A “Day in the Life” of the Executive Director

Time	Weather	What’s happening?
7 AM		E-mails
8 AM		Annual report on NSF grant
9 AM		Monthly meeting with co-chairs Lt. Gov. Reynolds and Dr. Chris Nelson
10 AM		Planning and communication for higher ed. STEM Champions mtg.
11 AM		Operations team strategic planning
12 PM		Drive to Reg. Bd. mtg.; Phone calls to (a) a vendor; (b) Strat. Amer.
1 PM		Guest attendee - Regional STEM Advisory Board meeting
2 PM		Videoconference with Global STEM committee co-chairs
3 PM		Return, phone calls: (a) working group chair; (b) DE Sci Consultant
4 PM		Convene Four-Year College STEM Network
5 PM		Nomination reviews – Seal of Approval