

Director of Higher Education Programs and Grants

American Association of Physics Teachers

Overview:

The Director of Higher Education Programs and Grants (DHEPG), reporting to the Chief Executive Officer, will be a member of the Senior Management Team and will work with the team to set the Association's operational goals and priorities based on the Board-approved strategic plan. The DHEPG will work closely with AAPT two-year college and four-year college and university members to generate ideas for engaging higher education faculty in AAPT, developing strategic initiatives for physics in higher education, and maintaining publicly-available information about AAPT's higher education programs. In consultation with the Chief Executive Officer, the DHEPG will foster ideas and develop grant proposals for external funding for AAPT projects. The DHEPG will serve as liaison and collaborator for collaborative projects, especially those focusing on physics in higher education, between AAPT and other organizations, as requested by the Chief Executive Officer. The DHEPG will work with AAPT grant principal investigators, as appropriate, and the Chief Financial Officer to provide grant financial reports and monitor grant expenditures and external funding agencies reports. The DHEPG will provide quarterly external funding reports to the AAPT Board of Directors, including summaries of active grants and lists of pending and declined grant proposals. The DHEPG will serve as supervisor for the Director of Communications, the K-12 Program Manager, and the comPADRE web developer. The DHEPG will undertake other projects and responsibilities as directed by the CEO.

Qualifications:

- Ph.D. or Master's degree in physics, physics education, or related field.
- A minimum of three years of administrative or executive leadership experience.
- Knowledge of the physics higher education landscape.
- Experience as a principal or co-principal investigator of Federally-funded grants.
- Ability to manage complex projects from the conceptual stage through completion and to develop resources and budgets aligned with the projects' scope.
- Experience supervising staff.

Personal Qualities and Competencies:

- Exceptional interpersonal and decision-making skills.
- Strong communication and relationship-building skills.
- Ability to lead and motivate colleagues and volunteers.
- Strong attention to detail.
- High level of credibility and integrity.
- Adept at managing tasks, planning meetings and events, and balancing priorities.
- Self-starter, proactive, and persistent, able to assume initiative, flexible and resourceful.
- Strong commitment to diversity, equity, and inclusion and fostering an inclusive culture that welcomes and appreciates different perspectives.

Organizational Overview

We are the American Association of Physics Teachers. Our mission is to advance physics teaching and learning by serving as the trusted hub for valued resources and programs, facilitating strong professional networks, and supporting members to advocate for physics education. AAPT aspires to create a future where the understanding of physics is driven by a vibrant, diverse, and empowered community of educators, researchers, and learners, which increasingly benefits the world.

The American Association of Physics Teachers is a 501(c)(3) membership corporation. AAPT is an international organization for physics educators, physicists, and industrial scientists—with members worldwide. AAPT provides awards, publications, and programs that encourage teaching practical application of physics principles, support continuing professional development, and rewards excellence in physics education. AAPT was founded in 1930 and is headquartered in the American Center for Physics in College Park, Maryland. For more information, see aapt.org.

Why Work for AAPT?

AAPT wants you to love working at the Association, and we have a workplace culture that supports that goal. With a small, friendly staff and our commitment to ongoing learning and

development, we work hard to make sure AAPT is a rewarding place to work. Did we mention that you will work with amazingly talented colleagues in a variety of departments?

For full-time positions, we offer competitive pay, generous benefits including medical insurance, teleworking, and free parking.

This position has the option for remote work with a preference for candidates in or willing to relocate to the Washington, D.C. area. Candidates requesting remote work from California will not be considered. We anticipate that the position will start in late fall 2023.

To Apply

We would like you to apply even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences. Simply email your cover letter and resume to Beth Cunningham, AAPT CEO, at eo@aapt.org with “AAPT – Director of Higher Education and Grants” as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email. We will begin reviewing applications on September 15, 2023, and continue until the position is filled.