



POSITION OPENING

MiSTEM Region 9 Director

Position Summary

Region 9 Director, State of Michigan STEM (MiSTEM-Michigan Science, Technology, Engineering and Math) Network, a full-time, executive position, strategically directs and leads the work of a region within the state MiSTEM Network and is the voice of the region at the state level. The Region 9 Director will work to build collaborative partnerships that align regional objectives to implement the state MiSTEM strategic plan, STEM strategy, and vision. The Region Director is hired by the MiSTEM Network Executive Director in collaboration with the fiscal agent. The Region Director will be positioned as a high-level leader equivalent to or exceeding that of an administrator and reports to the fiscal agent for grant compliance purposes. This is a strategic level role that will activate and lead community partners in carrying out the day-to-day program implementation in support of regional objectives that align with the state strategic plan. The Region 9 Director will represent the counties of Lake, Manistee, Mason, Mecosta, Missaukee, Oceana, Osceola and Wexford.

This position is funded by a MiSTEM grant intended to increase the number of pupils demonstrating proficiency in science and mathematics on the state assessments, to increase the number of pupils who are college- and career-ready upon high school graduation, and to promote certificate and degree attainment in STEM fields. Section 99s(1)

The Director of each MiSTEM Network Region will:

- Convene and connect with state and regional stakeholders to support community building
- Develop regional objectives and implementation plans in alignment with the MiSTEM strategic plan, vision, and state STEM strategy
- Pursue, apply, and leverage other state, federal, and philanthropic/corporate funds
- Systematically build and oversee a MiSTEM Region Advisory Board with a regionally representative group of stakeholders that commit to the statewide strategic plan, STEM strategy, and vision to support the region director in creation and execution of specific goals and implementation plans for the MiSTEM region
- Direct the gathering, generation, and oversight of the relevant needs, and impact data to guide progress toward regional goals in alignment with state objectives
- Direct the identification, mapping, and coordination of assets to support Region STEM stakeholders and activities in implementation of the statewide STEM strategy
- Manage budgets, sub-grant agreements, and contracts
- Work with policymakers and other government staff to represent the state and/or Region in STEM initiatives
- Collaborate and communicate with all MiSTEM Network Region Directors, governor-appointed Advisory Council members, the LEO-MiSTEM Executive Director, and LEO-MiSTEM state staff
- Lead regional marketing strategy in alignment with state communications plan to lift up best practices and disseminate opportunities and experiences regionally and statewide
- Other duties as assigned

Required Education and Experience Qualifications

- Bachelor's degree and 5 years of relevant STEM experience
- 2 years of project/program management experience

- Experience bridging education with business and industry, working with philanthropic and/or community programs to actively support opportunities for all learners
- Demonstrated experience in fund development, braiding and leveraging resources, and ethical procurement (i.e., avoiding conflict of interest, following bidding guidelines, etc.)

Preferred Qualifications and Education

- Master's Degree and 7 years of relevant STEM business/industry experience
- 5 years of project/program management experience
- Experience managing cross-functional teams

The ideal candidate will have a blend of education and business experience.

Available: January 2026
Full time
Administrative

Salary Range: The salary will be commensurate with education and demonstrated experience of the successful candidate to fulfill the requirements of the position as determined by administration. Grant funded position.

Application Process

Applicants should submit

- A letter of interest expressing personal qualifications and experience, reasons for interest, and a description of current employment and responsibilities; resume, transcripts, credentials, letters of recommendation to:

Director of Human Resources
West Shore Educational Service District
2130 W. US 10
Ludington, MI 49431

OR

Via email: humanresources@wsesd.org

Applications Accepted:

_____ or Until Filled

The Board of Education does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected characteristic, in its program and activities, including employment opportunities. The information contained in this job description is for compliance with the American with Disabilities Act (ADA.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. Questions or concerns about our employment practices may be directed to our Compliance Officer at 2130 W US-10, Ludington, MI 49431, complianceofficer@wsesd.org, or 231-898-1559



JOB TITLE: MiSTEM Region 9 Director
DEPARTMENT: MiSTEM Network
REPORTS TO: MiSTEM Network Executive Director in partnership with the fiduciary

FTE: 1.0
EXEMPT STATUS: Exempt
WORK DAYS: 235
DATE: Updated September 2026

SUMMARY:

Region 9 Director, State of Michigan STEM (MiSTEM-Michigan Science, Technology, Engineering and Math) Network, a full-time, executive position, strategically directs and leads the work of a region within the state MiSTEM Network and is the voice of the region at the state level. The Region 9 Director will work to build collaborative partnerships that align regional objectives to implement the state MiSTEM strategic plan, STEM strategy, and vision. The Region Director is hired by the MiSTEM Network Executive Director in collaboration with the fiscal agent. The Region Director will be positioned as a high-level leader equivalent to or exceeding that of an administrator and reports to the fiscal agent for grant compliance purposes. This is a strategic level role that will activate and lead community partners in carrying out the day-to-day program implementation in support of regional objectives that align with the state strategic plan. The Region 9 Director will represent the counties of Lake, Manistee, Mason, Mecosta, Missaukee, Oceana, Osceola and Wexford.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Convene and connect with state and regional stakeholders to support community building
- Develop regional objectives and implementation plans in alignment with the MiSTEM strategic plan, vision, and state STEM strategy
- Pursue, apply, and leverage other state, federal, and philanthropic/corporate funds
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- Other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Required Education and Experience Qualifications

- Bachelor's degree and 5 years of relevant STEM experience
- 2 years of project/program management experience
- Experience bridging education with business and industry, working with philanthropic and/or community programs to actively support opportunities for all learners
- Demonstrated experience in fund development, braiding and leveraging resources, and ethical procurement (i.e., avoiding conflict of interest, following bidding guidelines, etc.)

Preferred Qualifications and Education

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- 5 years of project/program management experience
- Experience managing cross-functional teams

The ideal candidate will have a blend of education and business experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License required.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to coordinate and lead stakeholders toward consensus and action
- Strong leadership skills and experience in developing and managing networks to serve a common aim
- Flexibility to anticipate and respond to changing expectations based on state policy direction/adjustment
- Culturally responsive
- Knowledge of the Region and its stakeholders
- Ability to identify, generate, and interpret data and evidence to guide decisions about initiatives and improvement efforts
- Demonstrated accomplishments conceiving, structuring, and leading significant STEM education and/or talent development programs
- Ability to comprehend and employ a systems perspective to problem solving and lead improvement efforts
- Ability to adapt to change
- Experience working with diverse areas or populations
- Knowledge of the region and its stakeholders

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compose reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from various groups including administrators, staff, local school districts, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to extrapolate needed statistical data from given information.

REASONING ABILITY:

Ability to frame and solve a practical problem logically and rationally. Ability to apply common sense understanding, to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The ability to tell where sound is coming from is essential in this job. The employee frequently

is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift/push/pull up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff. Ability to effectively handle stress and irregular or extended work hours. Travel abilities are required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet but can vary when visiting other programs/buildings.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.