Request for Applicants:
Engineering for One Planet Network Manager (Contractor/Consultant, Flexible/Remote)
October 25, 2022

About The Lemelson Foundation

The Lemelson Foundation uses the power of invention to improve lives.

Established by prolific US inventor Jerome Lemelson and his wife Dorothy in the early 1990s, and guided today by the Lemelson family, The Lemelson Foundation (the Foundation) believes invention can solve many of the biggest economic and social challenges of our time. A private philanthropy, the Foundation has assets of approximately $450 million and an annual budget of approximately $20 million. All told, the Foundation has provided over $300 million in grants and other investments to hundreds of organizations around the world. The Foundation approaches its work to strengthen the invention ecosystem and empower inventors to solve the biggest global challenges and opportunities of our time, using a three-part framework called Impact Inventing:

- Inventions should have positive social impact;
- Inventions should be environmentally responsible—from the materials and processes used through final products that go to market; and,
- Business models should become financially self-sustaining.

The Foundation has created a culture of collaboration, continuous learning, and innovation. An entrepreneurial environment with flexibility and opportunities for impact has allowed the small team (10-15) to have an outsized impact in the social landscape of invention.

Engineering for One Planet Overview

The aspirational vision of Engineering for One Planet (EOP) is that all engineers will be equipped with the skills, knowledge, and understanding to protect and improve our planet and our lives.

Sustainability is a business imperative, and engineers are needed on the frontlines of sustainability practices and sustainable solutions. Engineering education is a key lever to prepare engineers to solve problems while minimizing negative social and environmental impacts, yet the necessary skill sets and mindsets are not yet widely integrated in engineering curricula.

By accelerating the integration of sustainability in the education of all engineering students, future engineers will be equipped for professional excellence in the face of the constraints of our planet.

EOP Strategic Pillars
The aspirational goal of EOP cannot be reached through isolated approaches to curricular change. A systems change approach is needed to transform engineering education. To build the EOP initiative the Foundation is pursuing three interrelated approaches based on feedback from movement builders and diverse stakeholders: 1. Making direct investments in curricular change; 2. Supporting the development and sharing of EOP teaching resources; and 3. Building and engaging with a community of diverse, motivated individuals to do things together that cannot be done by any individual or organization alone.

EOP Framework and Pilot Grant Program
Working closely with our partner, VentureWell, the Foundation has engaged hundreds of stakeholders over the past several years and used their feedback to co-develop the EOP initiative and a corresponding Framework of student learning outcomes. The Framework was tested over the period of 2020-2022 as a tool for curricular change through two-year pilot grants with five higher education institutions through the EOP Pilot Grant Program. The EOP Pilot Grant Program grantees -- Arizona State University, Oregon State University, University of Central Florida, University of Maryland, and Villanova University – recently concluded their pilot programs. Combined, the pilot grantees developed or modified over 50 courses that have collectively reached over 4000 students. The program also captured lessons learned and resources developed through these diverse approaches to help facilitate changes at other institutions. We're inspired and energized by what we have been learning and accomplishing together, and that there are valuable lessons learned and resources developed that are helping other educators.

The EOP Community and the EOP Network
The global EOP community currently includes nearly 700 newsletter subscribers who have had varying degrees of direct engagement with the initiative. This community is broader than the EOP Network (Network) and includes participants in the Network, grantee institutions, EOP Framework contributors, participants in the NSF-funded EOP Scaling for Impact Workshop, and more. The Foundation is keeping the EOP community informed and providing opportunities to engage in the EOP initiative. The Network focuses on a smaller group (currently 70) of individuals who are committed to identifying and taking actions together aligned with the EOP Network Charter they co-developed.

After talking with hundreds of stakeholders and hosting network-specific listening sessions with over 50 individuals from diverse sectors and roles in engineering education, the Foundation catalyzed the Network in July 2021 during a two-day virtual convening. The Network currently includes over 70 participants. Two Foundation staff members actively participate in the Network. The ongoing size of the Network will depend on the interests of participants and the funding available to continue supporting it,

and Network participation is voluntary with members choosing how and when they want to spend their time. They participate in a number of ways, such as regularly attending convenings, supporting each other's work through advice/contacts/opportunities, and collaborating with other participants on EOP Network-defined projects.

The Foundation is supporting Network coordination and convenings to enable interested participants to develop and advance collaborative projects. In addition to co-developing the EOP Network Charter, participants have developed working teams to explore ways to share best practices and influence broader change. They're working together to advance the purpose of the Network while also advancing their own interests and goals.

Additional relevant background reading materials about the EOP initiative can be found on this site.

Location (flexible/remote)

The EOP Network Manager contractor/consultant position will be 100% remote (with the exception of travel for EOP Network convenings). A person in this position may work anywhere within the United States. Candidates currently authorized to work in the United States (US Citizens, green card holders, and work visa holders), who reside anywhere within the US may apply.

Scope of Responsibilities: EOP Network Manager (contractor/consultant, flexible/remote)

The Network Manager plays the lead role in building and supporting the Network. The Foundation is seeking to hire an experienced network manager as a contractor/consultant to coordinate and support the Network members and activities. Initially, network management responsibilities will be shared with existing staff as the consultant is onboarded. The consultant will have an opportunity to co-create the role as it evolves in tandem with the collaborative activities that the Network and its members pursue. **This role is anticipated to range between 20-40 hours/week, with the heavier hours taking place when planning and delivering events. The right candidate will work in partnership with the Foundation to help develop the role, which may expand to a team of two to share responsibilities. The Foundation will hire additional contractors to help with larger, in-person convenings.**

As detailed above, while the EOP initiative has been evolving for a few years, the Network was launched in 2021 and is in early stages. It will be critical for the Network Manager to be flexible and adaptable as the Network evolves, applying the principles articulated in the EOP Network Charter. The Network Manager's core role will be to skillfully support the network members (aka, participants) to collaborate and achieve progress toward the shared purpose of the Network. Key activities include convening, coordinating, communicating, and evaluating the health and progress of the Network. The Network Manager will be the primary contact for the Network and will coordinate closely with Foundation staff to provide information to the Foundation and the Network about what is evolving in order to cultivate the conditions for ongoing network vitality.

Currently the core focus of the Network Manager will be to inclusively connect, mobilize and support members from a diversity of backgrounds, professional sectors, lived experiences, geographies, etc., toward collaboration. Given the nascent stage of the Network, the Network Manager's responsibilities are evolving. The Network Manager will work with the Foundation to define and prioritize work plans as needs arise. To achieve projected outcomes, responsibilities are anticipated to include:

Weaving EOP Network Members to Strengthen Connectivity
- Connecting with participants individually at least twice annually via phone or Zoom to understand participants' self-interest and look for opportunities to help them engage
- Connecting participants with one another as appropriate based on shared interests and opportunities to collaborate
- Tracking participant connectivity using Social Network Analysis (SNA) or similar network mapping tools (training from an external consultant can be provided if needed)
- Working with Network members to refine and implement processes, over time and as resources become available, for recruiting and selecting new members with a diversity, equity, inclusion and justice lens.
- When applicable, onboarding new members and helping them engage with existing members
- Responding to inquiries about the EOP Network
- ***Desired Outcome: strong relationships of trust among Network members; demonstrable increase in connectivity over time***

Supporting Emergent Collaborations
- Providing support such as coordination, scheduling, and facilitation to collaborative projects and teams that emerge
- Collaborating with the Network's Core Team* and the Foundation to identify emergent collaborations with strong potential to advance the Network's purpose that may warrant additional support in the form of funding and/or project management
- Helping emergent collaborations clarify their objectives as needed
- Tracking the emerging opportunities within the Network using the EOP Network Dashboard to ensure adequate support, measure the network's progress, and tell the story of the network to a broader audience
- ***Desired Outcome: new collaborations among network participants in service of the EOP Network purpose***

Fostering a Beneficial Participant Experience
- Supporting EOP Network members to build relationships of trust
- Ensuring participants are able to engage at the level they desire
- Listening for feedback about ways to enhance participant resources like communication platforms (e.g. Slack, newsletter, etc.) and cadence, scheduling tools, and information repository

- Establishing and/or clarifying structures and agreements as needed to ensure healthy network participation
- Measuring and evaluating participant experience by conducting a Participant Experience Survey (or similar) on a regular interval (usually in conjunction with convenings) to track progress over time
- ***Desired Outcome: demonstrable value delivered to EOP Network members as a result of participation***

Building and Managing a Collaborative Infrastructure
- Establishing and supporting the Core Team
- Establishing and fostering a regular cadence of communication
- Maintaining the Network's communication platform
- Planning, designing, and facilitating network convenings and activities between convenings (can be in partnership with external consultant)
- Tracking collaborative infrastructure by gathering administrative data (template can be provided)
- Depending on evolving needs of the network, this role may also involve partnering with or managing another network coordination role
- ***Desired Outcome: effective systems and processes to support the ongoing activities of the EOP Network***

A Core Team is a group of 3-5 network participants who are volunteering to provide governance and advisory support to the network. A Core Team does not hold formal authority over the network, and its members typically rotate on a regular basis. The four current EOP Core Team members are committed to their roles for 6-12 months to support the transition to a new Network Manager.

Skills and Experience

Essential skills and experience
- Demonstrated experience growing and managing action-oriented networks
- Strong experience cultivating effective collaboration among diverse individuals and groups volunteering their time toward a shared purpose
- Strong interpersonal communication skills and emotional intelligence
- Strong written and verbal communication skills in English
- Experience planning, coordinating, supporting, and facilitating virtual and in-person events of 50+ participants
- Strong organizational skills, attention to detail, and ability to manage diverse projects and activities on time
- Ability to develop and maintain tools used in network-building and data management
- Dynamic problem-solving skills

Desirable skills and experience
- Experience working in or studying engineering or STEM disciplines
- Prior experience with network management and evaluation desirable, including Social Network Analysis (SNA)
- Experience working in nascent systems change efforts
- Experience fostering engagement by people of color and women who are underrepresented in STEM and engineering
- Basic experience in evaluating/assessing impact-driven work, such as conducting program evaluation surveys/interviews
- Entrepreneurial or intrapreneurial experiences with community- or collective impact-driven efforts
- Experience coordinating and supporting volunteers, contractors, funders, vendors, etc.

Personal characteristics
- Passion for the EOP vision
- Passion for network management
- Personal interest in sustainability-focused issues
- Systems thinker who is comfortable dealing with complexity and is comfortable with ambiguity
- Proactive, entrepreneurial self-starter who is highly responsive to emerging issues, communications requests, and has an ability to work independently and as a member of remote teams
- Flexible, creative problem-solver who seeks win-win outcomes
- Positive, can-do attitude, sense of humor, and resilience

Individuals from historically under-represented and under-estimated groups are highly encouraged to apply.

Format and Content of Proposal Submission

Due to the interdependent nature of the work proposed and the need for a highly collaborative approach, the role will require a high degree of flexibility, daily responsiveness, and regular collaboration with the Foundation.

Prior to submitting a response, the consultant should be well-versed in the EOP initiative, including the EOP Framework and EOP Network Charter, and demonstrate an understanding of the mission and vision of this project in their response.

In response, please include:
- A cover letter highlighting interest and relevant experience, including a brief statement about the estimated hourly or monthly fees and availability in the next 18-24 months
- A statement of ability to work and live in the U.S.
- CV/resume demonstrating relevant skills, experience, and personal characteristics

- Three relevant references from a client or supervisor

Timeline and Budget

- Submissions will be considered on a rolling basis until the position is filled.
- First and second round interviews and reference checks are expected to take place in December, 2022 and January, 2023
- A decision is expected to be made by the end of January, 2023 with work beginning as soon as possible after that
- This pay range for this position is $65-85/hour depending on experience and is anticipated to require 20-40 hours/week depending on the time of year and nature of activities

The scope of work will be re-evaluated in partnership with the Network Manager approximately every 6 months to determine if changes should be implemented based on the evolution of the EOP Network, and time and activities needed to achieve intended impacts.

Submission

Cover letter, budget/fees, and CV/resume should be submitted electronically to info (at) engineeringforoneplanet (dot) org. Questions about the position may also be submitted to info (at) engineeringforoneplanet (dot) org. Applications will be accepted on a rolling basis until the position is filled.