



Connecting Women and Technology

The Anita Borg Institute champions women technologists and the key roles they play in technical innovation.

We are committed to developing the next generation of technical leaders, showcasing the success of technical women, and changing the culture of technology. We work with industry and academia to recruit, retain and advance women.

The Anita Borg Institute offers a dynamic, team-oriented work environment with opportunities to innovate and grow. In keeping with our mission, we believe in a flexible work environment, enabling employees to integrate work and life demands, as well as a generous vacation and benefits package. We celebrate employee diversity and a culture of collaboration.

1501 Page Mill Road
Palo Alto, CA 94304

Ph: 650-236-4756

Fax: 650-852-8172

Email:

resjobs@anitaborg.org

www.anitaborg.org

Manager, Research and Executive Programs Job Opening

resjobs@anitaborg.org

The Manager, Research and Executive Programs, designs and implements critical initiatives designed to further the creation and dissemination of knowledge pertaining to the recruitment, retention, and advancement of technical women, in addition to the creation of targeted programs and content for high-technology executives and change agents. This position reports to the Vice President of Research and Executive Programs. This is a full-time, exempt position with exciting growth opportunities. The Anita Borg Institute has ambitious plans to grow its reach and impact internationally.

Responsibilities include

- Work with the Vice President of Research and Executive Programs to create and implement executive programs.
- Work with the Vice President of Research to the new Anita Borg Institute Top Company for Technical Women Award.
- Create and disseminate value-added content to increase ABI stakeholder awareness on fundamental issues relating to technical women and the solutions to their recruitment, retention, and advancement, working in partnership across functions with programs, business development, online communities and marketing.
- Feed appropriate, timely research facts to the organizational website.
- Work with external evaluators to create content pertinent to the impact of Anita Borg Institute Programs.

Required skills

- Excellent interpersonal skills; desire and ability to work in a collaborative team environment
- Excellent verbal and written communications skills. Ability to synthesize information and present data in a compelling manner. Experience in case study writing a plus
- Ability to communicate across levels, including executives, technology academics and social scientists
- Self-starter with the ability to work in a start-up organization with an intense, results-oriented environment.
- Interest in writing content designed to bridge theory and practice
- Bachelor's degree required, advanced degree a plus. Studies in a relevant field (social science, computing, education, business) and/or understanding of the issues pertaining to women in technology a plus.
- 3 years of project management experience or equivalent (industry, nonprofit or academic setting)
- Enthusiasm, drive and desire to learn
- Ability to juggle multiple priorities
- Superb attention to detail

Salary: commensurate with experience.