



Job Announcement | Project Manager – Cross Sector Partnership and Alignment (Exempt)

Looking for a meaningful and exciting new opportunity? Interested in supporting hundreds of community partners in their work to improve student achievement and success? Do you have a passion for equity and inclusion? Do you wish to contribute to systems change work? Then, you'll want to apply for this position.

The Foundation for Tacoma Students seeks to identify a time-bound **Project Manager** to lead the efforts in deepening alignment across multiple sectors to improve the outcomes of every child in our community.

The Project Manager will be responsible for managing and seeing through the results as described in the grant for which this position is funded. Working closely with more than 260 community partners in Tacoma/Pierce County, the Project Manager will manage and facilitate the steady progress in three specific areas: Early Learning, Expanded Learning, and Higher Education. Each system will require alignment and partnership across multiple sectors to realize the success of every child. The Project Manager will be supported by a team of contractors to help map and identify the strategies believed to improve the outcomes of every child in the identified areas of focus.

This position will report directly to the Executive Director and will sit on the Foundation's leadership team.

About Graduate Tacoma!

"By the Class of 2020, WE WILL increase by 50% both the high school graduation rate of Tacoma Public Schools' students and those who complete a college degree or technical certificate. Success will require measuring and closing gaps in access, opportunities, and achievement for all students from cradle to college and career."

The Foundation for Tacoma Students is the backbone organization that supports, organizes, and catalyzes the community-wide Graduate Tacoma community movement, urging action from everyone in the community—educators, parents, students, early learning and higher education, elected officials, business and labor, community service and youth organizations, non-profits and philanthropy, local government and communities of faith—to help improve student achievement and success in Tacoma.

In 2010, just over half the students in Tacoma were graduating from high school; an unacceptable 55%. Since then, the community has come together around a bold and ambitious goal, with a commitment to alignment and transparency with Tacoma Public Schools. Today, we are measuring and working together to improve 11 student indicators and six community indicators that span from cradle to college and career.

The Graduate Tacoma community movement is made up of more than 260 community partners, many of whom sit on one of four Collaborative Action Networks: Early Learning and Reading, Out of School and Summer Learning, Tacoma Science, Technology, Engineering, Arts, and Math (STEAM), or the Tacoma

College Support Network. The Project Manager will be expected to work in tandem with the multiple organizations and each Collaborative Action Network to support the overall goals and outcomes of this grant.

DUTIES AND RESPONSIBILITIES

In the first year – a year of building – the Project Manager will be tasked with engaging community to set goals and agree to a common set of indicators that identify locally defined disparities in each of the focus areas of this grant – Early Learning, Expanded Learning, and Higher Education. Success will require working with appropriate sectors for each focus area to improve outcomes for youth. Such sectors may include, but are not limited to: Housing, Transportation, Workforce, or Healthcare.

The focus of this grant will be to create measurable interventions linked to student outcomes that directly impact future economic mobility. Data-driven interventions will require strong systems integration between a wide range of community partners and the anchor institutions within the existing system. This will require the mapping and surfacing of the major gaps and opportunities within different systems and identifying adjacent sectors to collaborate with and improve outcomes for youth in Tacoma.

The priority focus systems to engage are as follows:

- **Priority Focus One: Higher Education**
- **Priority Focus Two: Early Learning**
- **Priority Focus Three: Expanded Learning**

The Project Manager will be responsible for:

- Promoting and maintaining responsive community-, parent-, and student-engagement relations, including collaboration with workforce development organizations, business/industry representatives, health sector, and with other partners across the K-20 education spectrum
- Collaborating with Graduate Tacoma partners and other key stakeholders to lift and address the disparities in service delivery to children, youth, and their families
- Working closely with community partners to deepen and improve the economic mobility of Tacoma's youth
- Maintaining and strengthening relationships with key stakeholders who are part of the Graduate Tacoma community movement
- Developing and cultivating new key partnerships that result in sustainable support for the Graduate Tacoma community movement
- Using data as part of the decision-making process
- Supporting the management of: new initiatives and programs, contract staff where applicable, budget reconciliation, calendaring and scheduling, and other administrative duties as needed
- Facilitating and managing annual action plans for this work across each of the focus areas
- Representing Graduate Tacoma before stakeholders and the public, and at conferences, workshops, meetings, hearings, etc.
- On-time reporting of the progress and impact of the work
- Utilizing strong interpersonal and public speaking skills to effectively communicate Graduate Tacoma's vision, goals, and strategies to all audiences
- Minimal travel may be required each year
- Other duties as assigned

EXPERIENCE, SKILLS, AND COMPETENCIES

- Bachelor's degree with five or more years of experience in education, community building, and/or system building
- Prior director level experience strongly encouraged
- Strong experience helping practitioners use data to improve performance and solid working knowledge of education data
- Strategic and critical thinker with the ability to adapt to unexpected situations or outcomes
- Strong experience working with disenfranchised communities, particularly communities of color and those impacted by poverty
- Strong familiarity with equity issues, particularly in Tacoma
- Excellent project management and organizational skills
- Ability to manage multiple priorities and complex tasks
- Ability to develop and effectively manage program timelines to ensure completion of deliverables
- Proven success leading and managing projects with multiple external partners
- Proven experience managing a team
- Ability to clearly communicate technical information to a wide variety of audiences
- Ability to manage details and work independently
- Impeccable written and oral communication skills with an ability to interact effectively with diverse groups
- Strong interpersonal skills
- Some budget management skills necessary, but not required
- Proficiency in Microsoft Office Suite
- Familiarity with the public education landscape in Tacoma helpful
- Ability to work with minimal supervision in a fast-paced, highly adaptive environment

COMPENSATION

Salary for the job is commensurate with experience. This position offers a competitive benefits package. This position is a full-time exempt position and will be funded through the end of the grant cycle – December 2021. The opportunity for this role to expand beyond the grant cycle period will depend on future funding.

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

HOW TO APPLY

Please email a Resume and Cover Letter to Human Resources at hr@graduatetacoma.org using subject line “Application for Project Manager – YOUR NAME.” **No phone calls, please.**