

## **Major Grant Project Manager Two-year Assignment**

The Foundation for Tacoma Students seeks a Major Grant Project Manager, assigned for two years, to help accelerate progress of the Graduate Tacoma movement through a recently awarded national grant. In collaboration with various consultants, external partners, and staff working to achieve the goals of the grant, the Major Grant Project Manager will help plan, coordinate, report project progress in three areas: 1) Community Partner Capacity and Capability; 2) Data Capacity and Capability; 3) Postsecondary Access and Completion. The Major Grant Project Manager will be responsible for managing and seeing through the results as described in the grant from which this position is funded.

This position will report directly to the Executive Director and work and will sit on the Foundation's leadership team, working in close collaboration with three other project managers dedicated to specific work streams.

### **Background/Introduction**

The Foundation for Tacoma Students (FFTS) is the organizational backbone of the Graduate Tacoma community-wide movement. In pursuit of our mission to help every child achieve success from cradle to college and career, we have spent the last nine years working to build a community that honors partnership and collaboration to improve outcomes for all students, particularly those from historically underserved and minoritized populations.

Over the years we have gained support, buy-in, and most importantly the trust of community partners who have advanced the movement and created the successes we celebrate today. We connect the full community — educators, parents, students, early learning and higher education, elected officials, business and labor, community service and youth organizations, nonprofits and philanthropy and communities of faith — to help improve student achievement and success in Tacoma.

The Graduate Tacoma community movement is made up of more than 270 community partners, taking shared responsibility to align the necessary goals, data, and resources that builds a Tacoma where every child succeeds in career, school, and life. The Foundation for Tacoma Students serves as a results-based facilitator and convener and brings hundreds of Graduate Tacoma community partners together monthly to address the barriers that students face in achieving success. These partners make up four Collaborative Action Networks that the Foundation for Tacoma Students manages: Early Learning and Reading, Out of School and Summer Learning, Tacoma Science, Technology, Engineering, Arts, and Math (STEAM), and the Tacoma College Support Network.

**The Foundation seeks an experienced Project Manager working in the areas of community convening, cohort building, professional learning, curriculum development, and evaluation creation.**



## KEY RESPONSIBILITIES

- Creating processes for project and report management that can be shared among the work teams to efficiently and effectively monitor progress.
- Collaboration, project management and reporting with staff, consultant team, and community partners across three work streams.
- Using data to assist decision-making and determine the efficacy of strategies and the need to adjust accordingly.
- On-time reporting of the progress and impact of the work.
- 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.

## KEY SKILLS & EXPERIENCE

- Very detailed oriented with ability to create, track and manage overall project action steps and implementation, and the reporting of multiple strategies across three specific project areas.
- Attention to details and deadlines with ability to work with a team to assemble required reports and project progress.
- Strong ability to plan work and prepare materials for others to share in the reporting of progress and key learnings.
- Excellent written and verbal communication skills.
- Experience in building sustainable systems for shared learning, continuous improvement among diverse stakeholders.
- Ability to synthesize complex work streams including data.
- Proven track record in strong collaboration skills with internal team and external partners.
- Strong practice of diversity, equity, and inclusion.
- Familiar with rapid-cycle, continuous improvement and system design thinking process.
- Capacity to hold a communications lens at the macro and micro level that helps the senior staff team effectively communicate progress and key learnings internally and externally to partners and the community.



## OTHER SKILLS & COMPETENCIES

- Bachelor's degree with 3-5 years of experience in education, community building, and/or system building.
- Strong experience helping practitioners use data to improve performance and a 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.
- Proven success leading and managing projects with multiple external partners.
- Ability to clearly communicate technical information to a wide variety of audiences.
- Ability to manage details and work independently.
- Ability to track and help manage budgets and reporting.
- Proficiency in Microsoft Office Suite.
- Ability to work with minimal supervision in a fast-paced, highly adaptive environment.
- Familiarity with Collective Impact continuous improvement practice: Goal setting with community; Evidence-based decision-making and use of data to measure progress; Collaboration across diverse partners and sectors of the community; Alignment of sustainable funding and community resources.

## 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 – July 2021.

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](mailto:hr@graduatetacoma.org) using subject line “Application for Project Manager – YOUR NAME.” **No phone calls, please.**

