



## **Expanded Learning Opportunity Fund Project Manager**

*Part-Time, Hourly, Timebound*

The Foundation for Tacoma Students is seeking a **Project Manager** to support the implementation of the 2023 Expanded Learning Opportunity Fund.

This person will drive day-to-day efforts to plan, implement, oversee and evaluate a grant program that will disburse more than \$550,000 to youth development program providers for programming to take place in the summer of 2023. The Project Manager will report directly to the Director of Policy and Advocacy and work collaboratively across departments.

### **Compensation**

The hourly rate for this position ranges from \$25.00/hr – \$35.00/hr. Salary is commensurate with experience and does not include benefits.

### **Responsibilities**

Program Planning:

- Work with the Director of Policy and Advocacy and other staff to develop the funding model, funding criteria, implementation plan and timeline.
- Develop Request for Proposals (RFP), proposal evaluation criteria, and application review process for funding programs.

Internal & External Communications:

- Work with the Director of Policy and Advocacy and Director of Communication to support the development of messaging framework and assist with program messaging.
  - Conduct outreach and host information sessions targeted to Pierce County school districts, program providers, and other key stakeholders to promote the funding opportunity.
  - Work with the Director of Policy and Advocacy to manage internal communications to the FFTS Executive Director and staff.
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#### Funding Decisions and Disbursements:

- Administer a transparent, competitive, equitable and low-barrier award making process that will support out-of-school time programming for low-income youth and children and youth of color throughout Pierce County.
- Work with the Director of Policy and Advocacy to prepare and submit final funding recommendations to the FFTS Executive Director for approval.
- Manage the execution of funding agreements with ELO fund recipients. Inclusive of data sharing expectations.
- Work with FFTS Finance and Operations team to disburse funds to awarded organizations.

#### Performance Monitoring:

- FFTS conducts check-ins with all fund recipients and makes select site visits.
- Work with FFTS Director of Data to collect reports on funded program outputs and results at the conclusion of program period.

#### Qualifications

- Two years minimum experience in grant program administration, preferable in the nonprofit or philanthropic sectors.
- Excellent project management, collaboration, and organizational skills.

#### Preferred Competencies

- Ability to communicate complex or technical information to a wide variety of audiences.
  - Ability to manage multiple priorities and tasks independently.
  - Strong familiarity with equity issues and commitment to racial equity values.
  - Enthusiasm to work on a dynamic, adaptive, culturally and racially diverse team.
  - Personal or professional experience working with marginalized communities, particularly communities of color and those impacted by poverty.
  - Creative and strategic thinker with good judgment, a growth mindset, and emotional intelligence.
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## About Us

The Foundation for Tacoma Students is a 501(c)(3) nonprofit organization established in 2010 to staff and support the Graduate Tacoma community-wide movement - a collective impact initiative to improve student outcomes from cradle to career. The Foundation helps align hundreds of organizations and individuals around a common community goal for 70% of our youth to earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation.

We support the Graduate Tacoma movement by connecting and convening stakeholders, leveraging data to inform decisions, aligning resources to scale impact, supporting scalable professional development and continuous improvement processes, and centering policy and advocacy to create a more equitable and sustainable system for all.

The Foundation for Tacoma Students is an equal-opportunity employer. We do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a diverse and multicultural working environment and building an organization that is increasingly representative of the communities we serve.

## How to Apply

Please email a resume and cover letter to [hr@graduatetacoma.org](mailto:hr@graduatetacoma.org) using the subject line "Application for EXPANDED LEARNING OPPORTUNITY PROJECT MANAGER - YOUR NAME." **No phone calls, please.**

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