



## **Project Manager - WSAC Challenge Grant | Exempt, Time-Bound**

The Foundation for Tacoma Students is seeking a Project Manager to manage the design and implementation plan for our newly received WSAC Challenge Grant. In alignment with the approved grant proposal, this person will drive the facilitation of strategy development and implementation alongside key community partners. The Project Manager will report directly to the Associate Director of Pierce County Pathways and work collaboratively across departments.

### **Compensation**

The starting salary range for this position ranges from \$75,000 to \$85,000. Salary is commensurate with experience. Competitive benefits package includes health, vision, dental, and a voluntary 401(k) program.

The time period for the state-directed grant will run through December 2024, with the possibility of extension depending on the renewal of grant or other investments to support the work.

### **Responsibilities**

- Project manage all part of the grant to ensure effective implementation
  - Support the facilitation of strategic design sessions with key community stakeholders, including meeting facilitation, scheduling, and communications
  - Work directly with FFTS' Pierce County Pathways team to support implementation of designed strategies
  - Support the ideation and implementation of real-time solutions to scale support services to multiple districts within Pierce County
  - Continuously monitor project progress and effectiveness, communicate progress milestones, analyze and recommend iterations to improve program effectiveness and success
  - Help develop and align strategic outcomes to Graduate Tacoma's mission, vision, and relevant community indicators
  - Maintain and strengthen relationships with key stakeholders within the broader education and workforce communities
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- Support leadership with the development and management of grant budget alongside key community partners and FFTS staff
- Support creation of marketing materials and externally-facing communications
- Represent FFTS and Graduate Tacoma in related community groups, including, but not limited to, the Tacoma Completes Advisory Board and the Tacoma College Support Network

## Qualifications

- Bachelor's Degree with three or more years of experience in education, community building, and/or system building
- 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
- Ability to clearly communicate technical information to a wide variety of audiences
- Ability to manage details and work independently
- Ability to work with minimal supervision in a fast-paced, highly adaptive environment
- Impeccable written and oral communication skills with an ability to interact effectively with diverse groups
- Experience building and/or managing budgets

## Preferred Competencies

- Strong interpersonal skills
  - Strong experience helping practitioners use data to improve performance
  - Strategic and critical thinker with the ability to adapt to unexpected situations
  - Strong experience working with disenfranchised communities, particularly communities of color and those impacted by poverty
  - Strong familiarity with equity issues, particularly in Tacoma
  - Proficiency in Google and Microsoft Office Suite
  - Familiarity with the public education landscape in Tacoma is helpful
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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 PROJECT MANAGER: WSAC CHALLENGE GRANT - YOUR NAME." **No phone calls, please.**

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