



Job Description: Project Manager

Full Time for 3-4 Months

Pay \$30,000 - \$40,000 (\$10,000/month before taxes)

Job Overview:

As the Project Manager at Elevate, you will spearhead the planning process for our post-high school pathways initiatives. Your primary responsibilities will include overseeing the development of the implementation plan and proposal narrative. Working closely with stakeholders, you will ensure seamless communication and collaboration throughout the project lifecycle. Your role will encompass managing activities, contributing to development efforts, and implementing strategic plans with precision. Through your strategic coordination skills, you will play a pivotal role in guaranteeing the achievement of all objectives in the planning phase of the grant.

Key Responsibilities:

Lead the planning phase by organizing activities, overseeing data collection, and coordinating schedules.

Work with the Elevate Steering Committee to analyze and respond to information, leveraging relationships for critical insights.

Collaborate with the Elevate Post Secondary Access and Success Working Group for data analysis and engaging stakeholders.

Coordinate with partners to research and recommend solutions for current business needs related to job shadowing, internships, mentorships, and apprenticeships.

Ensure compliance with grant requirements and provide oversight for the planning grant.

Collaborate with Elevate and United Way staff for smooth execution of activities.

As the Project Manager, you will participate in Horizons partnership meetings to guide and support, ultimately being accountable for the final implementation plan and formal proposal.

Qualifications:

Bachelor's degree in a relevant field; master's degree is preferred.

Proven experience in project management, preferably in the nonprofit sector.

Proven experience facilitating and/or running meetings results-driven and outcomes-oriented.

Strong organizational and leadership skills.

Excellent communication and interpersonal abilities, with the capacity to engage with diverse stakeholders.

Familiarity with grant requirements and compliance is desirable.

Strong analytical and critical thinking skills.

Ability to work independently and collaboratively in a fast-paced environment.

Proficiency in Microsoft Office Suite and grant management tools.

Timeline:

April:

Lead the asset mapping of existing resources and postsecondary access programs in the community aimed at promoting post-secondary access and success.

Coordinate student and parent engagement activities to understand their perspectives on challenges, barriers, and ideas for support programs to pilot in year 1.

Facilitate conversations with employers to comprehend their needs and ideas for programming in year 1, including their potential involvement in implementation.

Conduct best practices research and seek advice from other groups undertaking similar work to understand critical success factors for year-one initiatives.

Research and provide examples of advancements in remote work technologies enabling students to participate in the global job market while living locally, thereby fostering a lifestyle where geographical location is increasingly detached from professional opportunities.

May:

Participate in a meeting of all partners to:

- Synthesize information gathered during April.
- Collaborate with team members to formulate initiatives to pilot in year 1.
- Contribute insights to the development of the plan and proposal narrative.
- Assist in the development of a draft proposal outlining proposed initiatives and strategies.

June:

Collaborate with the project team to finalize the Implementation Plan and Formal Proposal Narrative based on synthesized information and partner input.

Provide support as needed in the preparation of final documents for submission.

Application Instructions:

To apply, please submit your resume and a cover letter detailing your relevant experience and interest in the position. Include "Grant Project Manager Application" in the subject line and send your application to christy@uwbluemt.org.