



Senior Project Manager

Status: Exempt

Date: August 2017

Position Purpose:

A Senior Project Manager at Education Commission of the States will contribute to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration because ECS knows that informed policymakers create better education policies. Under the supervision of the Director of the Knowledge and Research Center, the Senior Project Manager's primary functions will include working as the direct lead for the Statewide Data Infrastructure Project for Arts Education. The Senior Project Manager will design tools and resources to support state-level extraction, analysis and reporting of K-12 arts education data. The Senior Project Manager is responsible for day-to-day management of the project. This is a two-year grant funded position.

Essential Duties and Responsibilities:

1. Successfully execute project deliverables including, but not limited to:
 - a. Comprehensive written reports including a 50-state landscape analysis and a comprehensive report that presents the tools and resources developed for the project as well as analysis and recommendations for effective practices.
 - b. Planning and executing meeting(s) and webinar(s) for state education agency staff.
2. Identify, and maintain strong working relationships with, representatives of national, state and local organizations to serve on a technical working group. Plan and execute virtual and in-person meetings of the technical working group.
3. In collaboration with ECS' state relations team, monitor the political landscape in states and identify opportunities to provide state technical assistance.
4. In collaboration with project partners, perform extensive outreach to engage state education agencies on key arts metrics and statewide longitudinal data systems.
5. Manage multiple consultants who will be responsible for building out technology deliverables such as a technology toolkit and dashboard wireframe.
6. In collaboration with ECS' communications team, promote and disseminate project tools and resources to key education policymakers in states and in state education agencies.
7. Contribute to blogs, newsletters and other written ECS communications.
8. Read and interpret legislation, statutes and administrative code accurately.
9. Contribute project concept ideas individually and as a member of teams. Assist in linking projects between internal departments and with other organizations.
10. Assist with planning ECS conferences and meetings, including determining meeting objectives, speaker identification, preparation of background materials and synthesis of conference proceedings.
11. Participate in internal and external meetings as needed.
12. Perform other ECS duties as required.



Job Specifications:

- Minimum master's degree.
- 5-10 years' previous public policy experience and experience with statewide longitudinal data systems and associated state policies.
- Maintains neutrality and objectivity on polarizing issues.
- Knowledge of education systems and policy issues.
- Builds and maintains good team relations.
- Collaborates effectively with project consultants, other staff members and representatives from partner organizations.
- Identifies the organization of tasks and the time schedules to help accomplish goals efficiently, creatively and effectively.
- Self-motivated and works autonomously with minimal supervision. Locates information concerning complex issues and determines relevance and importance.
- Distinguishes validity among a wide variety of resources.
- Conveys complex information clearly, both orally and in print.
- Strong sense of integrity and professionalism in representation of the organization, both internally and to external constituents and leaders.
- Manages multiple tasks with competing deadlines; meets deadlines.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

Supervisory Authority:

Does not have supervisory authority. Receives direct supervision, and may be mentored by director. Will oversee the work of outside project consultants.

Communication:

ECS Senior Project Managers communicate regularly with members of the media, ECS staff, staff of ECS commissioners, partner organizations, project consultants and other education organizations.

Physical/Cognitive Demands:

The Senior Project Manager must meet deadlines; make decisions quickly under pressure; assume independent responsibility; have high energy, creativity and sound judgment; and have maturity and confidence to interact with members of the media and high-level education leaders.

Working Conditions:

Possible out-of-state travel depending upon project demands. The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

Compensation and Benefits:

ECS offers competitive compensation and benefits, including health, dental, life, long term disability and vision insurance, flexible spending account, health reimbursement account and a yearly contribution to your 403b retirement plan.



**EDUCATION
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Your education policy team.

This position will be located in Denver, CO or Washington, DC. The salary range for this position is commensurate with experience.

Applying for the Position:

To be considered for this position, please send a resume, cover letter/e-mail to Melissa Aguilar/maguilar@ecs.org. The subject line in your e-mail should read "Senior Project Manager."

Deadline to apply: All applications must be received by close of business on September 8, 2017.

The Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.