

# AEP Project Manager

STATUS: EXEMPT

## Who We Are

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Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for seven consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Who You Are

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A 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. As part of the Policy Team, the project manager provides support to assure projects are managed to meet project and grant/contract requirements. This position works on the [Arts Education Partnership](#) (AEP) and reports to the director of AEP.

## Essential Duties and Responsibilities

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- Work closely with senior staff to make sure that the scope and direction of each project is on schedule. May assist with the recruitment or assignment of project personnel.
- Maintain mailing lists, engagement records and databases with input from other AEP team members.
- Process AEP partner and affiliate applications and pass information on to AEP's engagement strategist for follow up.
- Support the annual processes for updating AEP's partner profiles database and recruiting and onboarding new Advisory Council members.

- Prepare project reports for internal and external audiences including management and funders. Coordinate reporting of both interim and final reports to funders.
- Write and edit reports, blogs, summaries and other materials for publication and web distribution.
- Represent Education Commission of the States at national and regional meetings, and conferences, as needed. Participate in internal meetings.
- Perform other AEP duties as required.

## Required Skills and Qualifications

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- Bachelor's degree.
- One to three years in a professional setting with demonstrated project management experience.
- One to three years of public policy or arts education experience preferred.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position may be located in Denver, CO or Washington D.C. and must be able to produce proof of vaccination. The salary range for this position is \$60,000-\$70,000.

## Applying for the Position

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Please send a resume and cover letter e-mail to Nicole Gibson/ [ngibson@ecs.org](mailto:ngibson@ecs.org). Please include "Project Manager - AEP" in the subject line.

**All applications must be received by close of business Monday, May 1, 2023.**

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