



# Project Manager

## Status: Exempt

Date: May 2019

### Who We Are:

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 were named by *The Nonprofit Times* for three years in a row 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:

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 Education Commission of the States' Policy Team, Project Managers provide support to assure projects are managed to meet project and grant/contract requirements. This position will work on the [Strong Start to Finish initiative](#), reporting to the Assistant Director for Network Management.

### Essential Duties and Responsibilities

1. Assist with the review of project proposal or plan to determine time frame, funding limitations, and lays out procedures to accomplish project goals.
2. 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.
3. Assist with the development of key deliverables for the project.
4. Prepare project reports for internal and external audiences including management and funders. Coordinate reporting of both interim and final reports to funders.
5. Track project progress and ensure that all deliverables are submitted on time and within budget.
6. Coordinate staff and multiple consultants to provide assurances that the project deliverables are on schedule.
7. Write and edit reports, blogs, summaries and other materials for publication and web distribution.
8. Represent Education Commission of the States at national and regional meetings, as needed. Participate in internal meetings.
9. Demonstrate and apply fundamentals of the project management process, methodologies, tools and techniques to meet desired project goals and outcomes.
10. Develop and maintain partnerships with others – inside and outside the organization – who can provide information, assistance and support.
11. Is clear, concise and uses language relevant to the audience in oral and written communications.



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### **Required Skills and Qualifications**

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

### **Compensation and Benefits:**

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 is located in Denver, CO. The salary range for this position is commensurate with experience.

### **Applying for the Position:**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty/ [khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Project Manager" in the subject line.

**Deadline to apply: All applications must be received by close of business on Friday, May 24.**

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