



Senior 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

The senior project manager for Strong Start to Finish at Education Commission of the States contributes to the organization's mission to provide a range of education stakeholders with unbiased information and opportunities for collaboration. The senior project manager oversees project workplans and ensure deliverables are managed to meet project and grant/contract requirements. This position will work on the [Strong Start to Finish initiative](#), reporting to senior staff.

Essential Duties and Responsibilities

1. Review project proposals or plans to determine time frame and funding limitations and to lay out procedures to accomplish project goals.
2. Ensure the scope and direction of each project is on schedule. Assist with recruitment or assignment of project personnel.
3. Coordinate project work plan and deliverables with multiple external entities.
4. Prepare project reports — both interim and final — for internal and external audiences, including management and funders.
5. Track project progress to ensure deliverables are submitted on time and within budget.
6. Write and edit reports, blogs, summaries and other materials for publication and web distribution.
7. Represent Education Commission of the States at national and regional meetings.
8. Identify and cultivate relationships with key state/project leaders and other contacts.
9. Coordinate and conduct state visits, technical assistance support and presentations to project leads, partners and key policymakers.
10. Work proactively with the Education Commission of the States State Relations team to nurture a shared understanding of state and system dynamics.



Job Specifications

- Bachelor's degree required; master's degree and/or PMP preferred.
- Minimum five years of project management experience required.
- Three to five years of public policy experience preferred.
- Excellent organizational skills, including ability to prioritize and coordinate multiple tasks.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.
- Able to coordinate several projects toward successful completion with little or no supervision.
- Respond promptly to shifts in direction, priorities and schedules.
- Use sound judgment and problem resolution skills, often making decisions in supervisor's absence.
- Think strategically and be proactive.

Supervisory Authority

Does not have direct reports but may guide team members on specific projects and will oversee the work of external project consultants. Receives direct supervision and will be mentored by senior staff.

Communication

Communicates daily with Education Commission of the States' staff, consultants and other constituents.

Physical/Cognitive Demands

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, and have sound judgment and a willingness to support the Education Commission of the States' team.

Working Conditions

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

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, and vision insurance; a flexible spending account; a health reimbursement account; and a yearly contribution to a 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

Apply for the Position

Please send a resume, cover letter/e-mail to Kate Haggerty at khaggerty@ecs.org. The subject line in your e-mail should read "Senior Project Manager."

Deadline: All applications must be received by close of business Friday, May 24, 2019.

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



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Your education policy team.