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 four 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 communications 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.

Essential Duties and Responsibilities

1. Conducts quality control through peer review for ECS engagements, including, but not limited to: messaging, branding, presentations, and outreach. ECS engagements includes national presentations, state testimony, opportunities to share staff expertise with peer organizations, panel presentations and keynote address events.
2. Serves as producer for external staff presentations (Thought Leadership opportunities) and state testimony where applicable, including initiating and scheduling rehearsals and training for presenters.
3. Coordinates outreach with the State Relations Team to increase engagement for ECS in-person and virtual events.
4. Collaborates with State Relations Liaisons on the scheduling of state visits, technical assistance and presentations to Commissioners and key policymakers using ECS’ virtual platforms.
5. Identifies opportunities for ECS to partner with sponsors and peer organizations to showcase ECS expertise.
6. Manages public speaking trainings for ECS staff associated with external presentations and engagements.
7. Tracks engagements for ECS reporting of specific Convene and Counsel activities, including but not limited to: Annual Report, Return on Investment, and Grant deliverables.
8. Manages requests for the internal ECS Thought Leadership Advisory Council created to strategically plan and deliver support to ECS Commissioners and state contacts. Will also collaborate with advisory council members to identify ECS tools and resources to fulfill state visits (in-person and virtually).
9. Leads growth and development of relationships with ECS Partners with an annual revenue goal set each year with the President.
10. Participates in Sr. Team Meetings, team retreats and assists in identifying measurable goals, strategies and tactics to reaching them.
11. Participates as a team member on other projects and activities and, if needed, managing special projects as requested.

**Job Specifications**

- Bachelor’s degree required; master’s degree 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 Tuesday September 1, 2020.

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