

Project Manager

STATUS: EXEMPT

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 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.

This Project Management position will work directly with ECS' Strong Start to Finish team. Strong Start to Finish (SStF) is an initiative of ECS whose focus is to scale reforms in developmental education across higher education systems, so every student is set up to pass credit-earning courses in English and Math in their first year of college.

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 ECS, the Project Manager provides support to assure projects are managed to meet project and grant/contract requirements. This position works with the [Strong Start to Finish](#) initiative and reports to the Director of SStF.

Essential Duties and Responsibilities

1. **Project Management Process:** Demonstrate and apply fundamentals of the project management process, methodologies, tools and techniques to meet desired project goals and outcomes.
2. **Project Planning:** Lead successful project completion by utilizing quality project planning, execution, and change control to achieve required balance of time, cost, and quality. Assist with the development of key deliverables for the project.
3. **Project Implementation:** Communicate to key project stakeholders to ensure efficient and effective implementation. May be assigned as owner of discrete project activities.

4. **Project Oversight/Monitoring:** Monitor progress toward project goals and suggests adjustments to project plan timelines as needed. Proactively find solutions to barriers and challenges. Supervise the work of outside project consultants when requested.
5. **Project Reporting:** Prepare project reports for internal and external audiences including management and funders. Coordinate reporting of both interim and final reports to funders.
6. **Project Tracking:** Track project progress and ensure that all deliverables are submitted on time and within budget. Coordinate staff and multiple consultants to provide assurances that the project deliverables are on schedule.
7. **Policy Analysis:** Research, analyze, and summarize trends in state policies, legislations, statues, and administrative code. Identify state policies to serve as models for policymakers and connect policy to research and outcomes. Respond to requests for information on SSTF related topics.
8. **Convenings:** Facilitate discussions, round tables, work groups, meetings, etc. Represent Strong Start to Finish and ECS at national and regional meetings, and conferences, as needed. Participates in internal meetings.
9. Perform other Strong Start to Finish/ECS duties as required.

Required Skills and Qualifications

- 1-3 years in a professional setting with demonstrated project management experience.
- 1-3 years of public policy and/or higher education experience preferred.
- Experience working in multi-stakeholder groups preferred.
- We do not require candidates to demonstrate a specific degree or level of academic certification. Research demonstrates that education requirements can be a deterrent for qualified candidates to apply and can perpetuate gender and racial disparities. Instead, we encourage all candidates with the professional experiences and skills outlined in this position specification to apply.
- Proficient in use of digital software and technology, including databases, Microsoft 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.

Education Commission of the States is a remote workplace across the U.S. The salary range for this position is \$70,000-\$80,000.

Applying for the Position

Please send a resume and cover letter e-mail to Nicole Goff, ngoff@ecs.org. Please include "Project Manager" in the subject line.

All applications must be received by close of business Friday, July 5th.

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