

JOB LISTING

If you are an experienced project manager looking to help a company create quality, effective projects focused on working in the ecosystem that surrounds youth of color with a talented team of educators and thought leaders in a cool work environment, then keep on reading! We are seeking a **Program Manager** to help drive our next phase of growth.

POSITION: Project Manager

WHO WE ARE

Flourish Agenda is an innovative social justice non-profit organization that works with schools, youth serving organizations, foundations, and local governments to build and implement strategies that allow young people of color to flourish. We are the providers of the Healing Centered Engagement approach, tools, and research. We build the strategies that are necessary to reimagine how systems shift the way they support young people of color and the adults whom serve them.

At Flourish Agenda we believe that our community's collective passion, dedication, and shared vision of healing is what transcends our work into a lifestyle. We have a saying amongst our team, "Together We Flourish," a joyous affirmation that our collective healing cultivates the transformation that people, and institutions are longing for.

We are grounded in the following values as we discover new ways to flourish.

Our Values

- **Self-reflection** – taking responsibility, honesty, integrity and the ability to engage in on going self-reflection.
- **Possibility thinking** – Bold creativity and innovative problem solving for our organization and clients.
- **Transformative relationships** – Cultivating ways to work collaboratively together. We are team, and teamwork makes a difference for clients and communities.
- **Well-Being** – Flexibility, fun and work life balance that supports the whole person
- **Justice** – Fairness, and belonging that recognizes, diverse ideas, culture, ethnicity, gender expression.
- **Accountability & Grace** – Accepting responsibility for one's actions and compassion for people when they make mistakes.

POSITION SUMMARY

Reporting to the Director of Flourishing Projects, the Project Manager will plan, manage, and oversee execution of external fee for service contracts for training, research, and capacity building projects. The Project Manager will lead overall program development, implementation,

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quality control and evaluation, ensuring a high quality of client services.

Flourish Agenda is in the midst of an exciting period of growth as we transition out of a start-up phase. This is an opportunity for a leader with content knowledge in healing justice and transformational leadership development as well as management experience, to lead a growing body of work. The Project Manager must be entrepreneurial, innovative, driven, flexible and able to thrive in a fast-paced, growing, and collaborative nonprofit environment. The Project Manager will help build internal institutional knowledge and systems to ensure present and future programmatic excellence. The position will also inform strategic growth in services and products.

The successful Project Manager candidate will bring a solid foundation of experience in working in the ecosystem that surrounds youth of color, which may include experience in one or more of the following systems: Education, Juvenile Justice, Social Services and Non-profit community-based organizations. The Project Manager will have a deep understanding of the importance of transformative leadership development and healing justice work for youth of color and supporting adults.

The Project Manager will work collaboratively with our Clients and other Flourish Agenda, Project Managers and team members.

ESSENTIAL FUNCTIONS

Project Leadership and Management

The Project Manager will serve as the primary project manager for a range of fee for service contract and grant funded engagements, which range from in-person and virtual trainings/retreats to ongoing capacity building, coaching and research projects. The Project Manager will ensure that the organization meets project timelines, program goals and benchmarks, at or under budget, with a high fidelity to our approach to transformational leadership development and well-being for youth of color. Duties include:

- Be the primary contact for the project for the Client
- Develop and manage client projects using a project planning and management software.
- Track progress of goals, benchmarks, and client communication in customer relationship management platform
- Design and independently deliver responsive client engagements that may utilize facilitation, assessment, virtual and in person trainings, retreats, consulting, and/ or coaching
- Oversee all logistics, planning and development of materials for client engagements
- In collaboration with Project Management team, design and oversee the ongoing training, supervision, assignment, and evaluation of a cadre of independent contractors that we regularly engage as facilitators and consultants to execute programming
- Manage subcontract staff, including developing scopes of work, supervising their work, and approving their invoices
- Work with Facilitator staff to modify trainings to focus on a client's needs and provide

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- continual guidance throughout the project
- Develop and manage project budgets and expenditures
- Write and edit client reports and memoranda
- Execute other related duties as assigned

Knowledge development and Capacity building

The Project Manager will contribute to organizational efforts to build up the internal knowledge, skills, systems, and processes needed to ensure ongoing programmatic excellence.

- Work with the Director and other project managers to effectively manage staff time and workload, and Facilitator development and support
- Identify and connect lessons learned and findings from contracts to increase overall staff knowledge, develop best practices, and inform the ongoing development of new tools, services, and resources that advance healing and well-being for youth of color and supporting adults.
- Suggest innovative plans and processes to improve program functions
- Develop systems, policies, and practices that ensure consistent, high-quality project management
- Build and maintain strong relationships with key current and prospective institutional partners
- Participate in strategic and programmatic planning with staff and trainers to identify and implement organizational goals

WE ARE LOOKING FOR SOMEONE WHO HAS...

- BA required, MA preferred in education, social work, or related discipline
- Strong values and beliefs in social justice, equity and belonging principles and practices
- Seasoned project manager with experience in independently designing and implementing training or capacity building projects
- Flexible and self-motivated with the ability to manage and implement multiple, complex projects simultaneously
- Strong strategic thinking and analytical skills
- Some social science research and curriculum development experience
- Some knowledge and experience of early childhood, youth development, trauma informed approaches, and social emotional learning theory and best practices
- Experience as a facilitator, presenter or trainer
- Experience with Project Management, Time tracking and Estimating software such as Avaya
- Experience with CRM, task management and project management software such as Salesforce, Pipedrive and Basecamp
- Experience with Learning Management systems
- Excellent interpersonal and written and verbal communication skills
- Ability to quickly build rapport and develop relationships with various constituents and partners, including youth, teachers, caregivers, systems leaders and community-based organizations
- Solid knowledge of educational and social equity issues related to youth of color

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- Excellent problem-solving skills, ability to think creatively and independently resolve conflicts and challenges
- Self-directed and excited to work in a start-up like environment
- Committed to and intentionality in engaging in one's own healing, personal empowerment, and transformational leadership development
- Passion for and commitment to Flourish Agenda's mission, vision, and philosophy

JOB TYPE

This is a full-time, exempt and benefited position.

WORK HOURS/SCHEDULE

The Project Manager works during traditional business hours, Monday-Friday, 9 am-5 pm. Given the current climate of COVID-19, the position will work remotely until further notice. There will be occasional staff convenings, which will be in compliance with CDC social distancing guidelines.

The position requires occasional early morning, evening and weekend hours. Once shelter in place regulations are lifted, there will be local and national travel for multi-day meetings, site visits, and retreats at least four time per year.

COMPENSATION

\$80,000.00 annual salary.

BENEFITS:

Benefits include sick and vacation time, medical expense reimbursement plan, FSA plans, 401k retirement plan with matching and home office expense reimbursement.

HOW TO APPLY

Candidates should upload resume and cover at flourishagenda.com/careers (<https://flourishagenda.com/careers/>). Applications will be reviewed as received.

DEADLINE

The deadline to apply is Friday, May 28th, 2021.

Flourish Agenda is an equal opportunity employer and highly values diversity. People of color are strongly encouraged to apply. Employment decisions are based on merit, qualifications, and skills.

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