



Project Manager - America Succeeds

Location: Flexible

Background

Since its founding in 2014, America Succeeds has focused on expanding its influence as a business voice for education. Our mission is to engage business leaders in modernizing education systems to drive equity and opportunity. We've advanced this work in the past few years by supporting a growing network of partners, accelerating state policy advocacy efforts, and leading national initiatives like Durable Skills.

This is challenging and rewarding work, and we are seeking to build our team with a dynamic candidate who shares our core values: 1) Work hard. Play hard. Change the world. 2) Be a great problem solver. 3) Act like an owner. 4) Be in service. 5) We mean business.

Overview

The Project Manager is responsible for transforming ambiguous ideas into detailed project plans, coordinating and overseeing projects from initiation to completion, and facilitating partner collaboration. This role requires a blend of project management, research and content development, and thought leadership. The Project Manager will work closely with team members to ensure successful project execution and contribute to the strategic direction of the organization.

Roles & Responsibilities

Project Management

- Develop and transform ambiguous ideas into detailed project plans.
- Coordinate and oversee multiple projects from initiation to completion, ensuring timely delivery and adherence to project goals and budgets.
- Facilitate collaboration with partners and stakeholders related to project initiatives.
- Monitor project progress, identify potential risks, and implement mitigation strategies.

Research & Content Development

- Conduct comprehensive research to gather insights for creating reports, toolkits, and other resources.
- Create various types of content, including one-pagers, presentations, blog posts, and other materials to effectively convey information on key initiatives.
- Ensure all content is accurate, well-researched, and aligned with organizational goals.

Thought Leadership

- Stay updated on industry trends, policy landscape, and best practices.
- Provide thought leadership by offering valuable insights and recommendations based on industry knowledge.
- Work collaboratively with the team to inform strategic decision-making and drive innovation.

Team Management

- Provide support and guidance to a project coordinator to ensure successful project implementation.
- Collaborate with the team to translate strategic goals into actionable plans.

Qualifications

We are looking for a dynamic leader who thrives in a fast-paced environment, aligns with our core values, and has a bias for action. The ideal candidate will possess a blend of the following;

- **Strategic Project Management Experience:**
 - Demonstrates proficiency in developing and executing comprehensive project plans with a proven track record of managing complex projects with multiple stakeholders.
 - Ability to manage multiple initiatives simultaneously, adapt strategies to meet organizational goals, and respond to changes in the landscape.
- **Exceptional Organizational Skills:**
 - Highly organized with meticulous attention to detail, capable of managing complex projects and timelines efficiently.
 - Prioritizes tasks effectively, adjusting to new information and changing priorities to meet the needs of the organization and its stakeholders.
- **Innovative and Entrepreneurial Mindset:**
 - Self-starter who approaches challenges with creativity and innovation, seeking practical solutions to complex problems.
 - Eager to identify new opportunities for growth and collaboration, applying an entrepreneurial mindset to expand the organization's impact.

Compensation

This is an outstanding opportunity for a mission-aligned, highly motivated professional who is not only a great problem solver but also passionate about transforming education through strategic partnerships and committed to promoting equity and opportunity. America Succeeds is prepared to offer an attractive compensation package with an annual salary range of \$60,000-\$80,000 (depending on experience and qualifications) and competitive benefits, including a generous commitment to a healthy work/life balance with a hybrid or fully remote work environment, flexible time off, twelve weeks of fully-paid family leave, health insurance (100% employer-paid premium), and access to a 403(b) retirement plan with an employer match of up to 3%.

To Apply

To apply, please send a resume and cover letter to LCole@americasucceeds.org. We review applications on a rolling basis – so it is advantageous to apply as soon as possible.

America Succeeds is committed to fostering and capitalizing on the diversity of our organization. We are an equal opportunity employer and seek individuals of all ethnic and racial backgrounds to apply for this position. If you would like to learn more about our mission, please visit our website at www.americasucceeds.org.