

POSITION ANNOUNCEMENT: PROJECT MANAGER

OVERVIEW OF LEARN4LIFE

[Learn4Life](#) (L4L), the Metro Atlanta Regional Education Partnership, is composed of school districts, communities, businesses, and nonprofits. Driven by our shared belief that all children deserve the opportunity to reach their potential, we use data to identify best practices at key milestones in a student's education. We then work with our partners to scale these solutions, addressing academic achievement and workforce readiness for 600,000 students in metro Atlanta. L4L is housed within the Community Foundation for Greater Atlanta, which serves as this partnership's backbone and manages many of L4L's back office functions.

PROJECT MANAGER

JOB SUMMARY: The Project Manager (PM) will play a pivotal role in coordinating, convening and managing critical initiatives to improve student outcomes on behalf of L4L. The PM will be L4L's leading resource in technical project management tools, effective reporting, and overall project administration. As a servant leader, the PM will cultivate relationships built on trust and open, candid communication that can help improve outcomes for all kids in our region, especially those who have been traditionally underserved. The PM will need to develop a deep understanding of the project, real-time lessons learned, and stakeholder needs, and translate those insights into key action steps. The PM will also collaborate with the entire L4L team on other projects, as assigned.

ESSENTIAL COMPETENCIES & FUNCTIONS

1. **PROJECT MANAGEMENT (percentage of time 90%):** The PM will be the point person for coordinating, tracking progress, problem solving, and reporting for critical components of L4L's work, most specifically the [Literacy and Justice For All](#) partnership in Marietta, GA, in collaboration with the Atlanta Speech School. The PM will have limited stated authority, but will generate buy-in and cooperation by providing a clear road map for each partner to achieve their goals.

Responsibilities include:

- a. Monitor progress – L4L projects are intensely cross-functional and include a number of deep content experts who collaborate to achieve project goals. The successful PM will cultivate and sustain these diverse relationships by building a comprehensive project plan that is efficient and accessible and will provide detail on key milestones.
- b. Create a forum for driving continuous improvement and resolving challenges – L4L projects are ambitious and complex and frequently encounter both anticipated and unanticipated challenges in coordination and implementation. The PM will leverage project management tools and trusting relationships to lead and support the team through these challenges.
- c. Communicate with stakeholders – Distill essential takeaways and learnings from meeting discussions into accessible updates shared regularly with all of the

project's partners. Continuously refine and streamline communication with partner organizations and program participants to exemplify exceptional partner support from initial interaction to final touch. Additionally, funders and the L4L [Leadership Council](#) will require periodic reporting on grant deliverables. For external reporting, the PM will work closely with communication professionals to coordinate the development and release of social media, blogs, and other vehicles. The PM will also coordinate and liaise with external project evaluators contracted to assess the performance of the project.

2. **L4L CAPACITY BUILDING (percentage of time 10%):** L4L is an entrepreneurial environment. An ideal candidate will be able to multitask and perform other duties as assigned. Responsibilities include:
 - a. Co-planning and co-facilitating Change Action Network working groups by implementing the principles of collective impact and results-based facilitation.
 - b. Supporting the Executive Director in executing the vision, mission, and strategic goals for L4L.

Experience & Skills

8+ years of professional experience related to the duties and responsibilities outlined in this profile; experience in project management is critical and relationship building with diverse community-based, educational, and/or nonprofit organizations is strongly preferred. Among other assets of interest, Learn4Life will be attracted to leaders who embody the following:

- Demonstrated project management and organizational skills
- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
- Excellent written and oral communication skills; ability to distill and explain complex information, data and technical details to a variety of audiences and partners
- Strong interpersonal skills, and an ability to work with a variety of community, public and private sector partners
- Ability to work effectively under pressure in an autonomous environment

Education

Demonstrated success in postsecondary coursework is preferred.

Anticipated salary for this role is \$75,000 - \$85,000.

If you are ready to join a small, but mighty hardworking nonprofit organization dedicated to bringing about more [equitable outcomes](#) for all students, please send a cover letter and resume to info@L4LMetroAtlanta.org. The position will remain open until filled.