

## 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 PM will collaborate with internal and external partners to develop, design, and implement organizational strategies to improve outcomes for metro Atlanta's children and their families and generate sustainable systems change. The PM will report to the Executive Director and be directly responsible for managing L4L's Change Action Networks.

#### ESSENTIAL COMPETENCIES & FUNCTIONS

- **NETWORK LEADERSHIP (percentage of time 75%):** The goal of each Change Action Network is to review data, identify root cause challenges, identify what is working, and scale solutions. The PM will facilitate and guide these networks. Specifically, the PM will develop network meeting agendas, oversee logistics, facilitate meetings, track overall progress of collaborative relationships, and implement methods for measuring progress toward outcomes. The PM will work closely with network partners to build relationships with each organization and develop a clear scope of work for each network.
- **THOUGHT LEADERSHIP (percentage of time 15%):** L4L's mission is to address the inequity of opportunity that exists in each of the cradle to career milestones. One key lever is to raise awareness and educate the region about the challenges and opportunities in our education system. The PM represents the L4L brand through public speaking, presentations, and panels, as well as through written communications such as blogs, the State of Education [annual report](#), and social media platforms.
- **CAPACITY BUILDING (percentage of time 10%):** L4L is an entrepreneurial environment and the PM is required to multitask and perform other duties as assigned. This can include supporting the Executive Director and other team members on ad hoc projects like grant prospecting, partner communications, and other activities to ensure the organization is successful.

## **Experience & Skills**

6+ years of professional experience related to the duties and responsibilities outlined in this profile; preferred experience in schools/community-based and/or nonprofit organizations. The PM must embody the following:

- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
- Strategic orientation to build systems that replace one-time fixes
- Excellent written and oral communication skills; ability to distill and explain complex information, data and technical details to a multiplicity of audiences and partners
- Well-developed problem-solving skills with a willingness to be flexible and proactive in a fast-paced workplace
- Strong analytical and evaluative skills
- Exemplary interpersonal skills, ability to work with a variety of community, public and private sector partners
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word

## **Education**

Demonstrated success in postsecondary coursework is preferred.

*Anticipated salary for this role is \$75,000 - \$80,000.*

If you are ready to join a small but mighty nonprofit organization dedicated to bringing about more equitable outcomes for all students, please send a cover letter and resume to [info@L4LMetroAtlanta.org](mailto:info@L4LMetroAtlanta.org). The position will remain open until filled and the location will be a hybrid split between home and the downtown office location.