

POSITION DESCRIPTION

JOB TITLE:	Project Manager, Texas Impact Network	STATUS: Exempt
REPORTS TO:	Executive Director, Texas Impact Network and Managing Director, Educate Texas	HOURS: Full Time
DATE:	January 2021	DEPT: Educate Texas

The Texas Impact Network, a joint venture between Educate Texas and the Commit Partnership, is focused on helping school districts capitalize on the incentives made available from House Bill 3, the legislation that provides districts with over \$3.5 billion of incremental funding. Our goal is to improve student outcomes through the successful implementation of research-proven strategies in three impact areas: Teacher Incentive Allotment, Additional Days in the School Year, College, Career and Military Readiness Outcomes Bonus.

Educate Texas and Commit Partnership Vision

The joint venture is led by two well-respected organizations who have a track record for driving strong programmatic efforts that have informed state policy.

Educate Texas is the public-private partnership at Communities Foundation of Texas and has focused on the goal of *strengthening the public and higher education system so that every Texas student is prepared for educational and workforce success*. The Commit Partnership is the largest, collective impact backbone in the country and has focused on the goal of *building an inclusive, equitable and prosperous Dallas County where race, place, and socioeconomic status no longer predict educational and future economic attainment*.

Summary

The Project Manager for the Texas Impact Network will be based at Educate Texas, report to the Texas Impact Network Executive Director and work collaboratively with the program, development, and finance teams at Educate Texas and Commit to support all aspects of this work. This position will be in Dallas.

Additionally, the Project Manager will coordinate with internal partners, our funders and other external partners to effectively manage this portfolio of work.

Key Responsibilities

- Collaborate with the Executive Director and other Educate Texas and Commit team members to support the day-to-day operations
- Organize, maintain and manage all aspects of Texas Impact Network subgrant applications, MOUs, contracts, disbursements, and reporting
- Coordinate with development and finance teams at Educate Texas and Commit to manage the Texas Impact Network budget and track distribution of funds
- Maintain consistent cross-functional communication, tracking, and reporting across organizations
- Analyze program budget and resources to identify opportunities to enhance our impact

- Support the implementation of the existing strategy and the planning of the long-term strategy
- Work with the team to produce compelling and engaging communication

Qualifications/Skills/Requirements

- Bachelor's degree or higher
- 7+ years of experience in program development or project management
- Strong project management, time management and organizational skills illustrating ability to pinpoint and prioritize multiple tasks and meet deadlines
- Knowledge of education issues in Texas, familiarity with the provisions of House Bill 3 from the 2019 Texas Legislative Session a plus
- Superb analytical and financial modeling skills
- Excellent intrapersonal communications skills and ability to develop productive relationships with a variety of constituents in a variety of positions both internally and externally
- Proficient with customer relationship management software or databases
- Ability to work independently or as part of a team
- Creative thinker with desire to produce innovative and fresh ideas
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume, and salary requirements to:

careers@cftexas.org.