

JOB ANNOUNCEMENT

DREAM BIG INITIATIVE

Project Manager

The Dream Big Initiative is a 'cradle to career' collective impact initiative in Boulder County, bringing together nonprofit, for-profit, government, and school district partners to support the area's low-income youth to "increase Boulder County's collective commitment to eliminate the opportunity and achievement gaps" so that "by 2040, all children in Boulder County are succeeding academically and reaching their full potential." The Initiative has been around since 2014, and is led by "I Have a Dream" Foundation of Boulder County and Boulder Housing Partners.

Responsibilities

The Project Manager will join the Steering Committee, which is responsible for driving and leading the Dream Big Initiative work forward. The manager will be supporting administration, communications, fundraising, community engagement, joint programming efforts, and overseeing the evaluation process. The Project Manager is primarily responsible for ensuring that the initiative functions efficiently and reaches its overall goals and objectives, maintaining documentation, supporting task completion, and coordinating sustainability efforts.

Reports to: The Project Manager will report to the Steering Committee Co-Chairs, and be housed at the "I Have a Dream" Foundation of Boulder County's central office.

Dream Big Initiative Management

- Assist in the planning, coordination, and execution of meetings for the Steering Committee, Advisory Council, and Work Groups, including scheduling meetings, managing all meeting logistics, and preparing materials
- Prepare, edit, and/or coordinate meeting agendas, minutes, and presentations, and ensure timely distribution to all meeting participants
- Create, share, and manage access to all meeting documents and resources through a shared, digital server, and manage digital editing and collaboration when requested
- Draft, edit, and support implementation of a highly detailed work plan outlining all programs and efforts supporting the Dream Big effort's goals, the stakeholders responsible for those efforts, and expected timelines. This could include:
 - o Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions
 - o Facilitating ways to grow the initiative, including service to more low-income students in our community
 - o Working with Steering Committee Co-Chairs to coordinate with other related projects and coalitions

Communications

- Facilitate clear and consistent communication among all members of the initiative by coordinating regular updates (email, phone and/or in person) to ensure alignment of activity and values
- Create and manage all marketing, website, social media, press, print and other materials related to the Dream Big Initiative

Community Outreach and Coordination

- Coordinate and plan joint Dream Big Initiative events
- Develop and maintain a list of participants and other community partners
 - Pursue additional partnerships as approved by Steering Committee
- Transportation Coordination
 - Develop transportation solution for Dream Big Initiative programming

Evaluation, Data Collection, Analysis and Reporting

- Support the evaluation efforts of Dream Big work
 - Coordinate the implementation of the evaluation plan (Dream Big Road Map) with Steering Committee and Work Groups and other evaluation efforts
 - Coordinate data collection (in conjunction with Boulder County database) and develop process for collecting, holding, and reporting on all measurements
 - Create a dashboard and produce an annual summary report of Dream Big Initiative progress and outcomes to share with the community

Fundraising and Budgeting

- Research and secure new funding opportunities to sustain the work of the Dream Big Initiative
- Develop and implement the annual Dream Big fundraising plan and budget with the approval of the Sustainability Committee

Qualifications

- A bachelor's degree and a minimum of 5 years work experience, including one or more years of proven community engagement, fundraising, strategic planning, facilitation and coordination experience
- Customer-service orientation and problem-solving attitude, along with strong interpersonal and collaborative skills
- Strong organizational skills, with high attention to detail
- Demonstrated ability to build effective relationships with a range of stakeholders
- Previous work experience with collective impact or multi-sector community collaborations preferred
- Ability to work independently and efficiently
- Excellent written and oral communication skills
- Strong knowledge of Google Docs, Microsoft Office suite, particularly Word, PowerPoint, and Excel. Graphic design experience preferred
- Bilingual in Spanish preferred
- Willingness to travel occasionally

Hours and Compensation

- 25-30 hours/week
- Grant-funded position
- Competitive salary and benefits package

Application Process

- Using "Dream Big Project Manager" in the subject line, please email resume and cover letter to hr@ihaveadreamboulder.org. The position will be filled as soon as a qualified candidate is identified. No phone calls, please.

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