



Spartanburg Academic Movement (SAM) Spartanburg, South Carolina

Job Opening: College and Career Readiness Project Manager

Applications accepted and considered upon receipt through July 31, 2017

SAM is a collective impact movement aimed at encouraging and supporting substantial improvement in academic achievement across Spartanburg County, South Carolina for every child, cradle to career. A description of the Movement may be found at www.LearnWithSam.org.

Position Summary:

The College and Career Readiness Project Manager is responsible for coordinating the College and Career Readiness Collaborative Action Network (“CCR CAN”) of the Spartanburg Academic Movement. The CCR CAN is made up of partners from education, business, and non-profits whose purpose is to follow the Six Sigma Continuous improvement process to improve college and career readiness outcomes for students in Spartanburg County. The CCR Project Manager will work closely with the Director of Collaborative Action Networks to assist with the development, implementation, and completion of collective impact projects identified through the thoughtful and deliberate evaluation of key factors impacting outcomes for students. The CCR Project Manager position supports the mutual goals of SAM and One Spartanburg.

Duties and Responsibilities:

Working closely with the Director of Collaborative Action Networks and Director of Data Management, the College and Career Readiness Project Manager responsibilities include:

- manage and facilitate the College and Career Readiness CAN meetings and other working group meetings that may form as a result of the CCR CAN work.
- create and execute multiple project action plans to support priorities as defined by SAM, CCR CAN, and One Spartanburg
- deploy continuous improvement methods and tools to provide maximum benefit of strategies and projects.
- develop and cultivate relationships with community stakeholders, including leaders in education, business, faith, nonprofit, philanthropic, and civic sectors.
- assist with grant writing and identify financing strategies for CCR strategies and projects.
- coordinate with Director of Communications to create and implement communication strategies related to College and Career Readiness topics, projects, emerging trends, etc.
- work closely with the Director of Data Management to identify data collection needs and data relevant for annual reports and regular updates to stakeholders including public school superintendents, One Spartanburg staff, and Spartanburg Community Indicators Project



Position Qualifications:

- Bachelor's Degree and 2 or more years of project management experience
- Previous experience facilitating working groups

Personal Characteristics:

- Strong group facilitation skills
- Collaborative character
- Flexibility to respond to emerging needs
- Creativity and innovative problem solving
- Entrepreneurial capacity
- Self-starter able to work with limited daily guidance
- Adept in interpersonal relationships
- Demonstrated capacity to work effectively in team settings
- Ability to manage multiple tasks while maintaining focus
- Effective presentation and public speaking skills
- Confidentiality

Compensation:

Annual Salary: \$40,000, negotiable

- Salary only. No fringe benefits.
- Funding in place for the position for 5 years beginning fall 2017, depending upon performance, and may be extended thereafter
- Substantial scheduling benefit as follows: Full-time employment through the academic year, plus vacation days consistent with the public school calendar; full-time schedule continues through the summer months with a two-week additional vacation.

Application Process:

Applications/nominations will be reviewed upon receipt and continue until July 31, 2017. The interview process will begin August 1, 2017. Interviews will not be scheduled prior to August 1. Employment will begin as soon as possible thereafter.

To Apply:

Submit online a letter of application addressing qualifications for the position, plus a current resume with references to: Kim Atchley, Director of Communications, katchley@learnwithsam.org.

The Spartanburg Academic Movement provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.