



## Project and Operations Manager, Bridgeport Prospers at the United Way CFC

United Way of Coastal Fairfield County is seeking a candidate to fill the position of Project/Operations Manager for its cradle to career, signature initiative- [Bridgeport Prospers](#). **This is a full-time position based in our Bridgeport, CT office.**

Bridgeport Prospers is a community-wide, collective impact initiative modeled after [StriveTogether](#), a national movement comprised of 67 cities across the country. StriveTogether has a clear purpose: helping every child succeed in school and life from cradle to career, regardless of race, zip code or circumstance. StriveTogether provides resources, best practices and processes to give every child every chance for success.

**Bridgeport Prospers** reflects a new way of working together to create exceptional results for our young people and community. We come together around a shared community vision. We work intentionally across the entire cradle to career continuum. We use data and evidence to inform our decisions. We engage local stakeholders from all backgrounds to track our progress and adjust our course.

**Our Vision** - To realize a safe, healthy and vibrant community for all, where children and families experience wholeness, dignity and prosperity.

**Our Mission** - To work collectively as a community of stakeholders to have a positive, measurable and sustainable impact on outcomes for all children and families cradle to career.

**Bridgeport Prospers** has identified seven outcome areas for intense focus. They are points along the cradle to career continuum that are proven to be key levers that need to be moved in order to achieve the cradle to career vision and goals. Within each outcome area, specific measures will be used to track progress and hold the community accountable for its success: Infant Health; Kindergarten; Early Grade Reading; Middle Grade Math; High School Graduation; Post-secondary Enrollment/Completion; Youth Employment/Careers. In each outcome area, we measure what matters, identify effective practices and align resources so that we are investing in what works.

[United Way of Coastal Fairfield County \(UWCFC\)](#) serves as the backbone organization for Bridgeport Prospers, providing fiduciary, development, infrastructure, and visioning structure. UWCFC includes a **team of problem solvers** harnessing innovation and empowerment to improve people's lives. We focus on **solving both immediate and long-term problems** in three areas: education, health and well-being, and financial security. We do this by fostering the development of innovative social ventures, like **Bridgeport Prospers**, that work both at the grassroots *and* systems levels, so that we can disrupt current ways of doing business and reform them.

### 1. Position Summary

Bridgeport Prospers seeks a full time **Project and Operations Manager** to support the Bridgeport Prospers Collective Impact team. This is a new role that will report to the Executive Director, working alongside current teammates. S/he should have a strong background in any of the following: early childhood, education, public health, youth, collective impact or educational/health policy and have experience working in diverse settings. The Project and Operations Manager will be responsible for coordinating the planning and execution of multiple projects/events with our Bridgeport partners including the PN-3 Baby Bundle, Bridgeport Resilience Project, PK-K Transition, and The STEM Ecosystem. This role is an excellent opportunity for an individual who is passionate about advancing equity in education and health outcomes through collaborative improvement and possesses strong organizational and project management experience. Additionally, this role provides many opportunities to hone professional skills, build knowledge, and gain unique



perspectives by working alongside ambitious colleagues and dynamic senior leaders. The Project and Operations Manager role requires exceptional attention to detail, as well as an ability to create systems and document best practices to ensure that we are constantly learning, improving, and developing ways to work more efficiently. Experience in outcomes-based facilitation and/or results-based accountability (PDSA Cycles) a plus. The Project and Operations Manager needs to exercise strong judgment in responding to questions, troubleshooting problems, and flagging issues for other team members. To be successful, the Project and Operations Manager will need to build and maintain strong relationships with a variety of stakeholders, including staff at Bridgeport Prospers and the UWCFC, city healthcare partners, our school district and higher education partners, and other integral partner organizations.

## **2. Essential Functions**

**Primary Duties and Responsibilities the Project and Operations Manager performs a wide range of duties including, but not limited to, the following:**

- Coordinate and manage initiatives within the Cradle to Career outcome goals including the PN-3 Baby Bundle, Bridgeport Resilience Project, PK-K Transition and The Greater Bridgeport STEM Ecosystem
- Coordinate project management activities (including creating action plans), resources/materials, equipment and information
- Manage initiative grant activities, action steps, and deliverables
- Coordinate meetings with partners to identify and define dates, requirements, logistics, etc. for events, workshops, and trainings
- Work closely with internal team partners to determine strategic direction, goals and tracking progress toward short term and long term goals
- Work closely with Data Director to track data trends, link data resources to initiatives, and track outcome data to meet goals
- Proactively communicate project tasks and due dates with multiple project partners
- Make sure that partners' needs are met as projects evolve
- Monitor project progress and handle issues that arise
- Act as the point of contact and communicate project status to all participants
- Create and maintain comprehensive project documentation, plans and reports
- Other projects and activities as prioritized by collective impact team The Project and Operation Manager will be responsible for and support as necessary other critical Project activities as they develop
- Coordinate meetings of specific initiative partners including but not limited to PN-3 Pritzker Baby Bundle grant, Bridgeport Resilience Project, PK-K transition, and the STEM Ecosystem.
- Help to coordinate community events and Bridgeport Prospers events along with staff
- Connect to the StriveTogether Network on a regular basis to receive updates, grant information, and communicate progress regularly

## **3. Required Experience and Education**

- A Bachelor's Degree in public health, education, non-profit management or related field (Master's Degree, preferred)
- Experience in working in public health, education delivery and/or administration, preferably in Bridgeport or Fairfield County
- Knowledge of practices and theory specific to community health, education practice, and child outcomes specifically, improvement science
- Focused on advancing equity in education
- Exceptional organizational skills and attention to detail
- Ability to draft effective, streamlined, and error-free communications
- Experience coordinating multiple projects with diverse stakeholders and tight deadlines



- Strong relationship-building skills with internal and external stakeholders
- Ability to take direction and complete tasks independently
- Strong creativity and ability to implement innovative ideas to improve process management
- Ability to initiate and manage projects, balance competing priorities, and plan and conduct efficient meetings
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and Project Management tools
- Established relationships with key partners, including school district, health, policy experts in CT desired
- Experience supporting a senior leader
- Experience in using data to drive decision-making
- Excellent communication and presentation skills (oral and written), including ability to communicate initiative project plans with multiple audiences in a culturally competent manner.
- Demonstrated ability to create processes and systems, identify and initiate continuous improvement.

***Salary Range: \$60-\$70K***

***Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.***

***For consideration please forward cover letter, resume and salary requirements to [hr@unitedwaycfc.org](mailto:hr@unitedwaycfc.org) Please put Bridgeport Prospers Project and Operations Manager in the subject line of the email.***