



**JOB TITLE:** Project Manager

**JOB SUMMARY:**

The Project Manager will plan, oversee and lead grant projects from ideation to completion for My Brother's Keeper San Antonio and Diplomas, two networks of UP Partnership. Between the two networks we are responsible for partnerships across 50 cross-sector partners working together to change post-secondary outcomes for boys and young men of color and Dreamers in San Antonio. This person is responsible for coordinating collaboration within UP Partnership and between partners—and to plan, organize and support all activities of the projects. The Project Manager will report to the Director of High School Pathways. This is not a direct service position. Specific responsibilities include:

**ROLE AND RESPONSIBILITIES:**

**Partnership Building**

- Build and maintain member database
- Cultivate and develop relationships with partners to address educational inequities
- Develop and support meetings and community events

**Event Logistics**

- Develop and execute event logistics and plan for partner convening
- Identify resources to support key events across the networks
- Research, design, and implement best online platforms for major convenings
- Support all network activities with technology support

**Strategic Resource Coordination**

- Inform planning by researching evidence-based practices and education and youth development policies
- Connect with Data and Communications Departments to advance network work plans

**Grant Management**

- Build system to ensure the project is being managed to full fidelity, on time and on budget
- Research funding opportunities, write grant proposals, prepare funder packages as needed and prepare required funder reports

**Training Technician**

- Provide support to training facilitators before, during and after each assigned session

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Experience navigating and guiding complex social justice conversations with diverse stakeholders
- Excellent judgement and creative, collaborative problem-solving skills
- Superior project management and work planning skills
- Ability to juggle multiple projects at once and efficiently communicate progress and hurdles
- Adaptive ability to work in a cross-functional, fast-paced work environment

- Strong attention to detail and the ability to work with minimal supervision
- Understanding of San Antonio's educational and youth development landscape
- Excellent facilitation skills in small and large group meetings
- Extensive experience with Google Office, MS 365 and Zoom applications
- Work experience in education, social work, youth development or restorative practices preferred

#### **POSITION DETAILS:**

The Project Manager role is a regular, full-time, benefits eligible position. The anticipated start date is on or before January 25th, 2021. Annual starting salary range is \$54,000 to \$60,000 depending on experience. All UP Partnership staff are currently working virtually.

#### **APPLICATION DETAILS:**

To apply for this position, please submit a cover letter and resume to [MBKSA@uppartnership.org](mailto:MBKSA@uppartnership.org) by Monday, December 21st at 5:00PM.

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

**UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**