

## Senior Project Manager

Early Milestones Colorado (Milestones) is a nonprofit organization that brings expertise and innovation to complex early childhood systems. Our goal is simple, yet ambitious - to make Colorado the best place to raise a child. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. If you are looking for a position with purpose and are excited to provide support to a mission-driven young and growing organization, you may be a perfect fit for our team. Learn more about Milestones at [earlymilestones.org](http://earlymilestones.org).

### Summary of the Position and Desired Results

The Senior Project Manager will be responsible for managing aspects of Milestones' work for the Bright Futures Roadmap (Roadmap) initiative and other related initiatives as needed. The Bright Futures Roadmap will detail the plan for robust family and community partnerships that will allow Jefferson County children, ages birth-to-eight years, to have the optimal environment required to engage in the learning process. The Senior Project Manager reports to the Executive Director and will prepare updates and necessary reports on the project as needed.

### Specific Responsibilities

- Manage and report on all Roadmap activities and grants to ensure project remains within scope, on-time, and within budget.
- Oversee project work plan and project budget and monitor expenses to support ongoing project implementation.
- Provide regular status updates on progress, issues, risks and activities, including issues with timeline and scope of work, to Early Milestones' Executive Director, the Roadmap internal team, and other advisory partners at the school district and community level.
- Manage community engagement process and Roadmap development and implementation plans, including content development, key relationships, internal and external communications and learnings through webinars, meetings, site visits and other methods.
- Plan and manage site visit to a nationally-recognized model community for up to 12 partners, including agenda creation, expert presentations, and other on-site activities.
- Manage facilitation and technical assistance contractors to support coordinated and effective activities, including development, review and/or negotiation of any project-related contracts.
- Coordinate with partners to advance sustainable approaches to Roadmap goals and plan, including the identification and resolution of policy gaps and challenges, the promotion of policy opportunities, and efforts to ensure Roadmap sustainability.
- Synthesize and analyze relevant data, research, best practices, and community context for application in community meetings, strategic planning, policy discussions, and final products.
- Develop, synthesize, and write deliverables including comprehensive environmental scan with recommendations, Roadmap, implementation plan, final project report, and other work products (e.g., memos, project updates) as needed.
- Manage, and implement project communication plan to promote ongoing public awareness and engagement.

- Present and facilitate as needed to a variety of local and other audiences, both planned and extemporaneous.
- Oversee, as necessary, other project staff on certain aspects of the project as needed.
- Coordinate relevant cross-project activity with other Milestones staff and share learnings to ensure best practices are applied to other organization projects and initiatives.
- Support the organization with research, writing, and other activities as needed.

### Strengths, Skills and Qualifications Sought

- Bachelor's Degree required, advanced degree preferred.
- At least 5 years of relevant and progressive work experience. The following work experience or some equivalent combinations is preferred: at least two years of work in the assigned subject area; two years managing major components of multi-faceted, systems-building projects; some experience managing projects involving community partners.
- Knowledge and technical expertise in most areas of the project, including an ability to make significant and productive connections between Milestones' work and other relevant public and private partner work and value-add analysis, strategy, and recommendations with state-level impact.
- Experience working within a high-performance, collaborative, and constructive team.
- Some knowledge of project budgeting and project management, including contracting management and management of contractors.
- Competence in providing oversight to colleagues and/or contractors for defined tasks.
- Experience with confidential and politically sensitive work including ability to gain and maintain trust and credibility with a number of partners.
- Flexible and able to work within a fast-moving, entrepreneurial environment, at times across multiple projects.
- Prior experience in a nonprofit intermediary organization focused on early childhood preferred.
- Demonstrated commitment to high levels of efficiency and accuracy through use of industry best practices.
- Excellent verbal and written communication skills and exceptional attention to detail.
- Personal qualities of integrity, credibility, a learning mindset, and a commitment to and passion for the mission of Early Milestones Colorado and the Milestones' team.

### Status

This is a full-time, grant-funded position.

Salary will be commensurate with experience.

### To Apply

Please email a cover letter and resume to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org). Please include SENIOR PROJECT MANAGER in the subject line. This position is open until filled. Only email applications will be accepted. Please no phone calls.

*Early Milestones Colorado is an equal opportunity employer and welcomes a diverse candidate pool.*