

## JOB DESCRIPTION

<b>JOB TITLE</b>	Project Manager
<b>FOCUS</b>	Manages the delivery and business functions of projects
<b>PAY</b>	\$48,000 - \$62,000 a year

### POSITION SUMMARY

The Project Manager (PM) plans, organizes, and monitors projects to a successful completion. The PM will work with cross-functional teams to achieve project goals.

### ESSENTIAL JOB RESPONSIBILITIES

1. Coordinates internal and external resources to ensure the high quality and timely execution of projects.
2. Develops and manages a detailed project schedule and work plan.
3. Manages project scope and changes.
4. Supports the development and execution of project budgets based on the scope of work and resource requirements.
5. Facilitates, builds agendas, and schedules project-related meetings.
6. Acts as an internal quality check for projects.
7. Proactively identifies and resolves issues and potential risks and escalates to management as needed.
8. Provides timely project status reports to BFK leadership.
9. Manages relationships with clients and relevant stakeholders.
10. Collaborates on the development of proposals, project plans, and status reports.
11. Participates in establishing practices, templates, and policies to ensure efficiency and productivity.
12. Other duties as assigned.
13. Moderate travel to support clients and contracts (up to 25%).

### REQUIRED KNOWLEDGE AND SKILLS

Experience in successfully leading projects and programs to completion on-time, on-schedule and within budget. Well-developed interpersonal, relationship-building, problem-solving, and organizational skills. Exceptional written and oral communication skills. Knowledge of organizational operations and leadership strategies. Able to collaborate and communicate with various stakeholder groups. Flexible and able to manage in a creative team environment. Proven ability to drive for results and accountability. Strong familiarity with project management software tools required.

### MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree in business, administration, or related field required. Four years in project coordination and management or related experience required. Project Management Professional (PMP) certification is preferred.



### **Diversity, Equity, and Inclusion Statement**

Battelle for Kids believes education is the critical foundation for cultivating, promoting, and accelerating equity and inclusivity for society. We have a responsibility to advance deeper, 21st century learning for every student, everywhere, resulting in high quality, equitable experiences and outcomes. Therefore, Battelle for Kids intentionally prioritizes diversity, equity, and inclusion in all aspects of our work with school systems and partners. Our commitment includes:

- Inspiring others to envision and advance the creation of 21st century education systems, while also increasing the diversity of school systems engaged in this work.
- Creating conditions and supports that empower every student to thrive with agency, voice, and choice; to create a better tomorrow for themselves and others.
- Supporting school systems as they elevate diverse perspectives of the broader community to build a shared vision of 21st century learning outcomes for all students.
- Surfacing and addressing practices, structures, and policies that cause inequities to take root and persist.
- Pursuing and providing evidence of successful, equitable 21st century learning.
- Continuing to equip ourselves, educators, and school systems to achieve equitable 21st century outcomes for all.

*The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.*

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