



JOB TITLE: Education & Engagement Project Manager

DEPARTMENT: Education and Engagement

JOB STATUS: Regular/Full-time

REPORTS TO: Director, Education and Engagement

JOB LOCATION: In-person, Cookeville TN

JOB SUMMARY:

This position is the TANF Grant project manager for WCTE. The Project Manager is a resourceful, detail-oriented, and collaborative team member with excellent client and people management skills. Their primary role is to organize, implement and manage educational projects. They will work with the WCTE team members to ensure that all partner needs are successfully met. The Project Manager will interact with our partners and stakeholders on a regular basis to achieve their funding strategy. This individual is responsible for managing all aspects of the project development and implementation process including planning, budgeting, writing, submitting, and tracking grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the primary point of contact for our partners
- Manage projects by providing appropriate direction and ongoing feedback, delegating tasks, prioritizing work, and conducting assessments
- Participate in monthly client consulting calls, taking notes and tracking action items
- Lead project meetings and provide updates on project status, next steps, and recommendations
- Complete weekly client/project status briefings for Director
- Assist in the development of spreadsheets to track possible funding sources for clients

- Develop and manage deadline-based checklists based on funding solicitation requirements
- Communicate effectively and respond to emails in a timely manner
- Coordinate the communications schedule and set up client meetings
- Compile grant forms accurately and on time per funder requirements
- Develop and format grant budgets, narratives, and other supporting application documents
- Monitor all grant materials
- Package and submit properly completed and timely grant applications per funders' requirements
- Consult with funder project officers as needed
- Keep the team up-to-date on project progress, and report any delays in a timely manner
- Other tasks that support the staff and clients as necessary

QUALIFICATIONS:

- Bachelor's degree preferred, or high school diploma with 3 years of relevant experience.

SKILLS:

- Strong planning, critical thinking, and problem-solving skills
- Excellent verbal, written, and interpersonal communication skills
- Outstanding customer service and diplomacy skills when interacting with clients
- Ability to work collaboratively with team members in a dynamic and fast-paced work environment
- Highly organized with superior attention to detail and excellent follow-up
- Results-driven and manages time effectively by prioritizing tasks, and managing competing priorities
- Applies new skills and concepts quickly and displays a willingness to learn and improve
- Maintains a calm and positive attitude while meeting deadlines and tight turnaround times
- Demonstrates flexibility in responding to business demands and varying requests with ease
- Ability to understand and follow directions, policies & procedures, and work independently with little direct supervision
- Basic knowledge of budgeting and comfort with basic math and Excel

- Superior working knowledge of office applications and online collaboration tools, such as Microsoft Suite, Google products, One Drive, Dropbox, Adobe PDF, DocuSign, Zoom, etc.
- Ability to learn and use company-specific platforms
- Familiarity with online grant applications is desired but not required
- Fluency in spoken and written Spanish is desired but not required

HOW TO APPLY:

Send resume, cover letter, salary requirements, and three professional references to **Email:** dmatson@wcte.org

Human Resources
WCTE Central TN PBS

Mail:

PO Box 2040
Cookeville, TN 38502

NO PHONE CALLS PLEASE

Please visit www.wcte.org for more information

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