

POSITION TITLE: Director of Projects and Initiatives

Date Posted: September 27, 2021

Closing Date: October 11, 2021 3:00pm ET

Reports To: Executive Director (Julia Fallon)

Job Type: Full-time telecommuting, exempt position, 25% grant funded

Salary: Commensurate with experience

COMPANY OVERVIEW

Founded in 2001, the State Educational Technology Directors Association (SETDA) is the principal non-profit membership association representing U.S. state and territorial educational technology and digital learning leaders. SETDA provides well-established forums for advocacy for policy and practice, professional learning, inter-state collaboration, and public-private partnerships centered on digital learning and equity.

POSITION SUMMARY

This position will be an integral part of the SETDA leadership team. As the Director of Projects and Initiatives you will be required to demonstrate that you have extensive expertise leading the development and management of projects and resources designed to improve program efficiency and strengthen the overall strategic impact of the SETDA organization. You will work in collaboration with the Executive Director to develop and manage a portfolio of projects, including developing and maintaining internal workflow and processes. You will primarily be responsible for leading projects from concept to planning, execution, and measurement by making time management, information, and decision-making more effective across the organization.

DUTIES AND RESPONSIBILITIES

- Lead the organization's project management efforts and product development cycles; serve as an *air traffic controller* for the Executive Director and SETDA team;
- Manage resources, schedules, and budgets to ensure projects adhere to SETDA's organizational mission, vision, and values through the project life cycle and fulfill project deadlines, deliverables, and funder obligations;
- Ensure successful and on-time project delivery aligned with approved scope and budget, including management of issues, risks, and change management requests;
- Contribute to process improvement initiatives across project portfolio; uses system thinking and strategies to improve business processes;
- Provide status reporting regarding project milestones, deliverables, dependencies, risks, and issues, communicating across leadership and stakeholder groups;
- Define the Statement of Work and specifications for the requested deliverables and services;

- Coordinate technical assistance and professional learning for SETDA membership and partners on topics related to applicable SETDA projects;
- Research and advise on grant funding opportunities, includes facilitating the grant application process and submitting all required application documents to the grantor;
- Integrate and connect work streams to maintain a cohesive workflow and team environment across the organization;
- Provide executive support to the Executive Director with overall organizational initiatives;
- Attend various national conferences, including the support and development of SETDA conferences and events;
- Ability to travel within the United States;
- Ability to work remotely in an online virtual team environment;
- Participate and contribute to team meetings and training sessions.

REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent, preferably in business administration with an emphasis on project management and/or program development
- Minimum of 3 to 5 years of organizational project management, Project Management Professional (PMP) or similar credential preferred
- Excellent leadership and organization abilities
- Excellent interpersonal, written and oral communication skills
- Solid project, planning, and time management skills
- Analytical problem solver
- Ability to plan and carry out responsibilities with little supervision
- Demonstrate solid sound judgement
- Positive, professional insight
- Demonstrated ability to handle multiple projects and tasks simultaneously
- Demonstrated ability to work effectively and productively in a remote team environment

DESIRED QUALIFICATIONS

- MBA, with an emphasis on organizational management
- 5 to 7 years of working within a PMO environment as a project manager with a PMP certification.
- Proficient with MS Office applications, project management tools, Google workspace suite of apps.
- Strong understanding of grant opportunities, including the ability to evaluate and align with strategic initiatives.

- Excels in time management. Manages multiple projects effectively and completes tasks within stated timeframes.
- Knowledge of program and project management systems.

AVAILABILITY DATE

The Executive Director looks for the chosen candidate to begin service as soon as possible, allowing for a reasonable time frame for them to offer notice to their current employer.

APPLICATION PROCESS

Information about SETDA and its members, initiatives, and programs may be found at www.setda.org.

To apply for this position, include:

- a cover letter describing your interest, qualifications, and experience
- your resume
- a list of 3-5 references

Send your application materials via email to Tera Daniels, Director of Operations, at tdaniels@setda.org.

Applications are due by **3:00pm ET October 11, 2021**, with review and interviews conducted in mid-October.