

POSITION TITLE: Director of Projects & Initiatives

Date Posted: April 9, 2026

Closing Date: April 30, 2026

Reports To: Executive Director

Job Type: Full-time remote, exempt position, 50% grant funded

Salary Range: \$105,000-\$120,000

COMPANY OVERVIEW

Founded in 2001, 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.

SETDA employs a small, motivated, collaborative, and highly-skilled team. We offer a competitive benefits package including 100% health insurance premiums covered for the employee, a matched 401K, and generous paid time off including all federal holidays and a paid holiday week in December.

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

POSITION SUMMARY

As the **Director of Projects and Initiatives**, you play a pivotal role in driving SETDA's strategic objectives forward. Drawing on your expertise in project management and resource allocation, you will serve as the connective tissue across staff, resources, and partners—ensuring initiatives stay aligned and communication flows between relevant parties. **You will collaborate closely with the Executive Director to align every initiative with the priorities of both our organization and our membership community.** From crafting grant proposals to leading conference presentations and fostering community engagement, this role spans a wide array of responsibilities critical to SETDA's success.

This position is an integral part of the SETDA leadership team, driving forward our mission to serve and support the K-12 educational technology community. Your primary responsibilities will encompass not only securing external funding, but also developing and managing a portfolio of internal and external projects from concept to execution and measurement. This includes fostering effective project management, information dissemination, and decision-making processes, as well as, budget development and management designed to optimize resource allocation, streamline processes, and support the organization's overarching strategic goals.

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.
- Own grant development and proposal writing, including engaging potential funders on the scope and impact of their investment in the K-12 edtech sector.
- Cultivate and manage funder relationships to secure external funding in support of SETDA's mission.
- Research and advise on grant funding opportunities, includes facilitating the grant application process and submitting all required application documents to the grantor.
- Implement project management tools and methodologies to track SETDA-hosted conference milestones, deadlines, and budgets, ensuring the event is delivered on time and within financial guidelines.
- 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 portfolios; use system thinking and strategies to solve core problems or 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.
- 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 including recommendations and consultation to improve teamwork.
- Identify and help solve core problems or opportunities within business processes and provide recommendations and consultation to improve teamwork.
- Lead the development of resources closely aligned with SETDA's strategic priorities to support members in their work and advocacy efforts, while also delivering valuable contributions to the broader educational technology community.
- Facilitate communication and collaboration among community members.
- Other duties as assigned.

TIME ALLOCATION ESTIMATION

Actual distribution may vary based on the specific needs and priorities of SETDA at any given time. Adjustments can be made as necessary to accommodate changes in workload or focus areas.

- Project Direction: 15%
- Project Coordination: 15%
- Project Research: 10%
- Resource Development: 5%
- Business Development, Grant Writing, Grant Administration: 20%
- Conference/Webinar Presentations: 5%
- Event Planning Project Management: 15%
- Member Engagement: 5%
- Strategic Planning: 5%
- Communications Support: 5%

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.
- Familiarity with K-12 educational technology trends, initiatives, and challenges, with the ability to provide relevant technical assistance and professional learning support to members and partners.
- Knowledge of education policy at the state and federal levels, and the ability to advocate for the needs of state and local education agencies to policymakers, legislators, and education stakeholders.
- Demonstrated experience in leading and managing complex projects from conception to completion within nonprofit organizations, with a focus on educational initiatives.
- Proven ability to develop grant proposals, manage funded projects, and cultivate funder relationships to secure external funding in a nonprofit environment.
- Ability to lead and inspire teams, fostering a collaborative and inclusive work environment while effectively delegating tasks and managing resources.
- Excellent written and verbal communication skills with the ability to effectively engage and collaborate with internal teams, senior leadership, external stakeholders, funding partners, and the community.
- Strong analytical skills with the ability to identify issues, risks, and opportunities, and implement effective solutions to drive project success and organizational improvement.

- Capacity to think strategically and align projects with organizational priorities and long-term goals, while adapting to evolving needs and challenges in the educational technology landscape.
- Sensitivity and understanding of diverse cultures, backgrounds, and perspectives to foster inclusivity and equity.
- Self-starter with a proactive approach to identifying and pursuing grant funding opportunities, developing resources, and implementing project management tools and methodologies to optimize project outcomes.
- Previous experience in a leadership role within nonprofit organizations, particularly in the education or technology sector, with a strong understanding of nonprofit governance and strategic planning processes.
- Excels in time management; manages multiple projects effectively and completes tasks within stated timeframes.
- Ability to work under pressure and handle multiple projects/tasks with overlapping timeframes and short deadlines.
- Strong financial acumen with experience in budget development, allocation, and management to ensure projects align with organizational goals and meet financial obligations.
- Effective collaboration with cross-functional teams to foster a culture of teamwork and ensure seamless coordination on projects and initiatives.
- Demonstrated ability to work effectively and productively in a remote team environment, utilizing appropriate tools and communication strategies.
- Commitment to ongoing professional development in project management and educational technology to stay updated with industry trends and best practices.
- Attend various national conferences, including the support and development of SETDA conferences and events.
- Frequent travel required for in-person meetings, conferences, events, grants, or projects.
- Flexibility to work outside traditional hours, especially during SETDA conferences or events.

DESIRED QUALIFICATIONS

- Master's degree or 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.
- Advanced financial expertise, including a proven track record in budget development, allocation, and management to ensure projects are aligned with organizational goals and meet fiscal responsibilities.

- Extensive experience in building and maintaining partnerships with state and national organizations, nonprofits, companies, and government agencies to leverage additional resources and support for educational and edtech programs.
- A strong ability to evaluate and align grant opportunities with strategic initiatives ensures that SETDA maximizes funding opportunities to support its mission and goals effectively.
- Sensitivity and respect for diverse cultures and backgrounds, with a commitment to promoting inclusivity and equity in project management, stakeholder engagement, and resource development efforts.
- Excels in time management and proficiency in program and project management systems to oversee multiple projects and ensure that tasks are completed within stated time frames while maintaining quality and adherence to organizational standards.
- Proficiency in a range of software applications, including MS Office, Google Workspace suite, project and task management tools like Asana, and communication platforms like Slack, enabling seamless project management, communication, and collaboration.

AVAILABILITY DATE

The targeted start date is July 6, 2026, allowing for a reasonable transition period for the selected candidate to provide 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 **3:00 pm ET April 30, 2026**, with review and interviews conducted in May.