



## Project Impact Manager Job Description

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<b>Title:</b>	Project Impact Manager
<b>Reports to:</b>	Development Director
<b>Location:</b>	Open to applicants in Oregon; options available to work at Children's Institute offices in downtown Portland (hybrid)
<b>Travel:</b>	10-15%
<b>Job Classification:</b>	Exempt, 1 FTE (40 hours per week)
<b>Salary:</b>	\$93,000, based on Children's Institute compensation plan

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At Children's Institute (CI), our mission is to shift systems toward justice for families so that all children in Oregon, prenatal to grade five, have access to opportunity. We advocate for and secure public investments in early childhood programs and services, and work directly with school communities to improve the learning experience for children.

We are keenly focused on children who experience barriers to opportunity due to race, poverty, disability, language, and geographic location. And we strive to connect research, lived experience, and community voice as we work to ensure that more children succeed in kindergarten, meet third grade benchmarks, and thrive in their early childhood experiences.

CI prioritizes an integrated, team-based work approach and a flexible, collegial work environment grounded in our values of **honor, equity, learning, connectedness, and innovation**.

### Position Description

The Project Impact Manager position is an exciting new role that will lead to developing and implementing the Children's Institute's fee-for-service strategy and impact expansion based on providing professional services.

Since CI launched in 2003, majority of our revenue has come from foundation grants (85-95%), demonstrating strong support from local and national foundations. CI has identified several lines of work that we believe can grow to diversify and generate revenue for our organization while increasing our reach and impact. Demand for Children's Institute is high, and we have a strong reputation, so we feel it is the right time to develop this new

arm of our organization to align preschool with early elementary grades. We expect to significantly scale the Early Learning Academy (ELA) and Early School Success (ESS) in the next five years.

The Project Impact Manager position will be an innovative and entrepreneurial leader working with our cross-functional team to build on the groundwork and take us through the planning, launch, and implementation phases. We anticipate the time from planning to launch will be 1–2 years and moving to full implementation in subsequent years. We expect to scale Project Impact significantly over the next five years.

## **Responsibilities**

- Supported by a cross-functional staff team, the Project Impact Manager will lead the organization through the preparation, launch, and implementation of this new strategy focused on fee-for-service coaching, consulting, and professional learning.
- Collaborate with CI's team and select external partners to develop and design scalable, equity-centered, inclusive professional learning for educators, leaders, and community partners focused on alignment of preschool with early elementary grades.
- Develop a professional service model informed by our past success in strategic thinking, coaching and professional development, research, and advocacy by addressing market needs and leveraging CI's value proposition.
- Concurrent with the implementation and planning phases, The Project Impact Manager will be trained in CI's methodology and practice to deliver and scale services as they are launched.
- Ensure our services are informed by child development, equity, and improvement science research.
- Demonstrate a personal and professional commitment to advancing equity.
- Engage in supportive processes and practices of an inclusive work culture.
- Support and advance meaningful inclusion and self-determination of marginalized communities within programmatic work.

## **Planning and launch phase (1-2 years)**

- Develop the social enterprise case for CI's new fee-for-service line of work inclusive of market research, landscape analysis, and cost structures.
- Develop the organizational structure needed to build and scale a new line of work.
- Identify and build relationships with potential participants and customers.
- Partner with the Development and Policy teams to explore public funding opportunities, including local, state, and federal funding sources.
- Partner with the Communications team to develop marketing materials.
- Develop recruitment strategies for future participants and customers.
- Develop, iterate, and achieve long-term scaling goals and plan.

## **Service Preparation and Provision**

- Learn and implement Children’s Institute’s methodology, style, and skills for providing coaching, consulting, and professional learning.
- In collaboration with School-based Initiatives and Director of Research and Strategy:
  - Plan and facilitate meetings and professional learning to support school-based initiatives district partners.
  - Integrate racial justice and equity principles while planning and facilitating meetings and professional learning.
  - Provide guidance to partner school districts in instructional leadership, child development, and classroom practices that support optimal learning environments for young children (PK-5th grade).
  - Establish and maintain collaborative relationships with a range of educators to support ongoing work with partner districts.
  - Manage participant/customer communications and feedback.

### **Other Responsibilities**

- Leads ongoing Project Impact and School-based team meetings, partner meetings, and professional learning activities.
- Post planning and launch phases, scale Project Impact to meet the growth and market needs.
- Other duties as assigned.

### **Required Skills and Experiences**

- Demonstrated experience launching new innovative programs or services and scaling them to financial viability; ideally includes elements of early state business model design, testing, evaluation, and project management to support expansion.
- A strong commitment to and practice of advancing racial and economic equity and demonstrated ability to honor children and center their brilliance in the work.
- Demonstrated experience in successful delivery of project milestones, including effective troubleshooting and problem-solving.
- Strong organizational and communications skills, with experience adapting messaging to multiple audiences.
- Highly motivated with strong attention to detail when accomplishing a task, including monitoring, and checking work while organizing time and resources efficiently.
- Excellent verbal communication and writing skills with an ability to translate complex information into simple concepts.
- Demonstrated ability to build trust with and be a thought partner to external and internal stakeholders and potential customers/partners.
- A self-manager with an entrepreneurial mindset who is independent, collaborative, motivated, takes initiative, thinks outside the box, and has a growth mindset.
- Ability to prioritize projects to meet deadlines while ensuring that those impacted are given the opportunity to contribute.
- Proficiency in Microsoft Suite, Google, Canva, and Zoom and use of video to deliver professional learning.

- Oregon driver's license for travel to school sites across Oregon

### **Preferred Skills and Experiences**

- 3-5 years of experience in early learning (Birth-3rd grade) settings.
- Experience designing and delivering professional learning for early learning educators (PK-5), including online and hybrid formats.
- Experience scaling of professional learning (e.g.: train-the-trainer, program expansion)
- Experience managing publicly funded programs or services (City, State, Federal).
- Entrepreneurial experiences, leading a venture from idea through launch.
- Demonstrated knowledge of and leadership in effective school or system change efforts centered around alignment of PK-5 systems and practices.
- Ability to discern and synthesize research into action.

Don't meet every single requirement? At Children's Institute, we are dedicated to building a diverse, inclusive, and authentic workplace that exemplifies our values of honor and equity. If you are excited about this role but concerned your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply!

### **Benefits**

- Employer fully paid medical/dental coverage
- Employer fully paid long-term disability coverage
- Employer fully paid life insurance, accidental death, and employee assistance plan
- 401(k) Retirement Savings Plan with qualified match and contribution
- 125 Flexible Benefits Plan
- Commuter stipend
- Cell phone stipend
- Professional Development Stipend
- Annual office closure between December 26th and January 1st
- Three weeks paid time off
- Two weeks sick leave
- Eleven paid holidays, plus two floating holidays
- Paid time off to celebrate your birthday
- Paid time off to volunteer in CI's community

### **Equal Employment Statement**

Children's Institute is an equal opportunity employer. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect, and regard for the effectiveness and well-being of the organization.

### **Reasonable Accommodation Statement**

Consistent with applicable disability law, Children's Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential function of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an "undue hardship" on the operation of CI.

### **COVID-19 Vaccination Policy**

Children's Institute agrees to follow the internal protocols for partner organizations and school districts as a condition of employment for all employees unless they are granted reasonable accommodation under applicable law.