



Who We Are

Valley Vision is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate with diverse community partners to envision and advance bold, long-term solutions that improve community well-being. For the past 30 years, Valley Vision has created common ground built on facts that influence community leadership, promote collaboration, and drive change. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit (www.valleyvision.org).

Our Values

- STEWARDSHIP: We exist to serve our communities to advance social equity, environmental sustainability, and economic prosperity.
- COLLABORATION: We value building genuine connections that honor our communities and partners.
- COURAGE: We are willing to do hard things.
- PASSION: We are energized by our work and our communities.

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Manager Position Available

Valley Vision is seeking a highly motivated **Project Manager** to help us improve quality of life for all in the Greater Sacramento region. The desired candidate will have a passion for the greater Sacramento region and thrive in a fast-paced, collaborative environment. This position will work primarily on the California Jobs First (previously known as the Community Economic Resilience Fund ("CERF") program - a state-funded, highly collaborative program to develop and increase equitable access to high quality jobs in sustainable industries.

Typical duties the Project Manager would support include, but are not limited to:

- Providing technical assistance and support to community partners to foster their success.
- Coordinating the solicitation and work of sub-contractors and vendors to ensure effective and timely delivery of products and other outputs.

- Recruiting participation from community and institutional entities and fostering their ongoing engagement to ensure diverse voices are contributing to the identification of opportunities and needs, as well as direction and priorities
- Managing meetings and facilitating dialogue among diverse groups to reach consensus on priorities and decisions.
- Researching and analyzing information and making that information digestible for diverse audiences
- Monitoring and communicating program impact
- Preparing reports for community and funders to promote accountability

Qualifications

The successful candidate will demonstrate prior experience in the above activities as well as possess the following characteristics and qualifications:

- Project management. The individual must have demonstrated prior experience in project management.
- Public contract management. The individual must have demonstrated prior experience in managing or compliance with federal, state, or other government grants.
- Interpersonal skills. The individual must be able to work with, communicate with, and build relationships with a variety of individuals and personality types.
- Inclusivity focused. The individual must be committed to expanding inclusivity and achieving equity in program outcomes.
- Flexibility. The individual must be nimble and able to respond to evolving conditions.
- Organized. The individual must be able to process multiple points of input and be able to prioritize and problem solve.
- Coalition management. The individual should have prior experience contributing to or managing coalitions or collaboratives.
- Regional awareness. The individual should have familiarity with the greater Sacramento region.
- Experience in economic and/or workforce development a plus.

The Project Manager is a full-time, exempt position. Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Valley Vision currently operates in a hybrid work environment, with the ability to work from home or the office depending on project needs. In office presence may be required for specific one-time or recurring meetings. The project will also require some travel to locations within the greater Sacramento area (inclusive of Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba Counties).

Compensation and Benefits:

- \$66,560 - \$78,000, depending on experience.
- 90% employer contribution to employee's health, dental, and vision insurance (+ 50% employer contribution to dependent benefits). 100% employer contribution to employee term life insurance.
- Up to 4% employer match to retirement
- 10 vacation days per year (accrued); 10 sick days per calendar year; 16 hours of paid volunteer time off per calendar year; 15 paid holidays. Plus paid leave for bereavement and jury duty.
- Employee Assistance Program (EAP).

- Flexible work environment. Home/office hybrid work schedule available upon project needs and supervisor approval.

Respond By:

Interested individuals must submit **a cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages), in Microsoft Word or PDF format to hr@valleyvision.org. In the subject line, write "Project Manager – CA Jobs First – [Your Name]".