



JOB ANNOUNCEMENT

Position: Project Manager
Date: June 2021
Application Deadline: July 2, 2021

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 on bold, long-term solutions that improve people's lives. For the past 25 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).

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

Valley Vision is seeking a highly motivated **Project Manager** responsible for managing and executing on workforce and digital inclusion projects. Valley Vision is a leader supporting the regional workforce system in the Capital region. We support the workforce system in many ways, including working as an intermediary with regional workforce, education, and industry partners. Valley Vision contributes to regional talent development by driving research, advancing action plans, convening multi-stakeholder partners, and working alongside stakeholders, including employers, to ensure that the ways that education, workforce, and industry are supporting skill growth are relevant and aligned. Valley Vision specializes in employer engagement, future of work topics, closing the skills gap, and supporting 21st century skills.

The Project Manager will report to the Project Leader and work alongside a leadership team at Valley Vision. The position will manage multiple projects, develop and maintain relationships with external partners, and support Valley Vision in the workforce realm. Typical duties include:

- **Project Management:** Managing projects, including deliverables, budgets, people, and time
- **Staff Supervision:** Provide instruction, oversight, and development of staff

- **Community and Partner Engagement:** Expand and strengthen relationships with key stakeholders as well as engage in the community as a representative of Valley Vision
- **Business Development Support:** With the Workforce team, identify, scope, and confirm additional project work.
- **Conduct Research and Advance Policy:** stay abreast of relevant policy actions and do research to support goals
- **Evaluate and Communicate Program Impact:** Measure success and promote the program through effective written, and verbal means as well as public presentation
- **Cross-Impact Collaboration:** Because Valley Vision operates in a matrix structure in which staff members contribute to multiple projects, this position will support and enhance connectivities across impact areas.

The successful candidate will support overall project implementation, including formulating effective strategies, managing budgets and contracts, cultivating partner relationships, assure systems are in place to monitor progress and report impact. The Project Manager is a full-time, exempt position. The position is based in Sacramento.

Qualifications

The successful candidate will demonstrate outstanding skill and judgement. Excellent collaboration, communication and organizational skills are a must. The ideal candidate will have proven leadership capability working in business, government, or nonprofit environments with an ability to be adaptive when delivering in a fast-paced, results-oriented environment.

A minimum of an associate's degree is preferred and a minimum of one year of project management experience. Qualifying skills and characteristics include, but are not limited to:

- Superior skills in managing projects, including budget, time, and tasks
- Excellent skills in interacting with clients and appropriately managing and responding to client relationships
- Ability to operate in a flexible, team environment, with strong personal accountability and equally strong teamwork and team coordination
- The ability to coordinate and facilitate community meetings and events
- The ability to take initiative and work independently
- Excellent written and verbal communication skills with a variety of audiences
- Interest in with workforce development and digital equity

Compensation:

- \$50,000 - \$60,000 per year, depending on qualifications
- Generous health, dental, vision, life, and retirement plans
- Flexible work environment
- 10 paid holidays, Paid Time Off, Sick Leave, paid volunteer time off

Respond By:

Interested individuals must submit **a cover letter** expressing your interest in and key qualifications for the position (no more than one page) **resume** (no more than two pages), and a **writing sample** (no more than two pages, must be related to workforce development or digital equity) in Microsoft Word or PDF format to Kari MacDonald (kari.macdonald@valleyvision.org). In the subject line, write "Project Manager – [Your Name]".