

Job Title	Project Manager, Community Partners
PVN ID	VA-1901-002921
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Mar 28, 2019 (Or Until Filled)

General Description

Graduate NYC (GNYC) is a product of the partnership between the New York City Department of Education, The City University of New York, and the Office of the Mayor. Graduate NYC is a citywide initiative dedicated to significantly increasing college readiness and completion rates throughout New York City. By scaling promising, high-impact practices and facilitating collaboration between philanthropic, educational and nonprofit institutions, Graduate NYC magnifies the effectiveness of the college access and success sector as a whole.

GENERAL DESCRIPTION

Reporting to Graduate NYC's Program Officer, the Project Manager will have the opportunity to manage multiple projects within the organization's portfolio of college persistence and completion endeavors with community partners. The Program Manager will be responsible for overseeing the College Competition and Innovation Fund by performing site visits, hosting convening events, managing reports, building a professional learning community and being the main point of contact for grantees. The Project Manager will also support the work of the Network for College Success by overseeing a research fellow who will present at a future Network event, planning and coordinating meetings, managing attendees and assisting with material preparation.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

College Completion Innovation Fund (CCIF):

- Oversee CCIF and be the main point of contact for grantees; perform site visits, manage reports, facilitate a community of learning amongst grantees and host convening's to share learning
- Compile reports from grantees into a synthesized report for funders

- Build and manage relationships with a wide variety of stakeholders; including: grantees, students, campus staff and funders
- Coordinating logistics for the CCIF's annual Completion Innovation Lab

Network for College Success:

- Oversee research fellow; perform bi-weekly check-ins with fellow to make sure project is on track, manage budget, and manage incentives used for research purposes
- Assist as a thought partner in planning the yearly Network events, assist in recruiting new campus champions and organization partners, as well as lend feedback from working closely with CCIF grantees
- Coordinate logistics for Network events; including, preparing and printing materials, managing check-in, creating marketing materials and communicating with vendors

Qualifications

- Bachelor's degree required, Master's preferred
- A minimum of four years of related experience within an education, non-profit organization or related field
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- A commitment to supporting college readiness and success for all students and addressing achievement gaps; dedication to the mission of CUNY K-16 Initiatives and Graduate NYC
- Excellent interpersonal, organizational, written and verbal communication skills
- Experience in drafting and editing communications, with a keen eye for grammar and punctuation
- Strong analytical ability and highly detail oriented
- Demonstrated ability to multitask and produce deliverables within given deadlines; results orientation
- Proven capacity to work with diverse constituencies to achieve a common agenda
- Ability to take direction and work as part of a team within a larger system, as well as to take initiative and work independently
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Technologically savvy with the ability to understand, evaluate, and apply digital tools, platforms, apps, etc.

Physical Demands and Environment Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.