



The Greater Tacoma Community Foundation Job Description

Job Title: Out-of-School Time (OST) Project Manager	Date Prepared: August 2017
Incumbent Name	Department: Grants & Initiatives
Position Reports to (Title): Senior Program Officer	FLSA Status: Exempt
Roles that Reports to this position: None	

About Greater Tacoma Community Foundation:

Created in 1981 by a group of nine caring and compassionate community members. Greater Tacoma Community Foundation (GTCF) has grown from one gift of \$10,000 to a robust organization supporting thousands of nonprofits partners in the South Puget Sound. In 35 years of operation, GTCF has provided more than \$100 million in grants to the Pierce County community due in part to the generosity of donors.

GTCF has helped hundreds of social entrepreneurs and nonprofit leaders reshape Pierce County through arts and culture, basic needs services, education, after-school programs for youth, environmental initiatives, empowerment opportunities for women and girls, and much more.

GTCF's focus is making a measurable impact on key community issues through collaborative efforts.

Our Team:

We are a relatively small but mighty team of professionals who are committed to delivering the highest quality philanthropic services for our donors and nonprofit partners. Our values guide our decision-making and our strategies ensure we are intentional in maximizing our efforts to serve people with diverse ideas, cultures and backgrounds in meaningful ways. If you look at community like a potluck, we are the kitchen table that brings everyone together and supports all the dishes.

We value people with open hearts and open minds who can create a warm, inviting and transformational experience for everyone. We envision our work creating a thriving Pierce County community.

Mission:

Fostering generosity by connecting people who care with causes that matter, forever enriching our community.

Vision:

Greater Tacoma Community Foundation (GTCF) visualizes Pierce County as a vibrant, compassionate, and beautiful community where people collaborate to provide personal, organizational, and environmental prosperity. GTCF will be a leader in the realization of this vision by providing expertise, innovation, and inspiration for community members to connect personal and family values with powerful long-term community impact through philanthropy.

Values:

Innovation, Collaboration, Integrity and Community

Job Purpose:

The Tacoma Social Emotional Learning Initiative (TSELI) is a partnership project of Greater Tacoma Community Foundation and Tacoma Public Schools that aligns school day and out-of-school efforts to build the social and emotional competencies in Tacoma Public Schools. This position would lead the development, coordination, and successful operation of out-of-school time (OST) programming for TSELI and support the development and implementation of an Out-of-School Time Intermediary (OSTI) for Pierce County. This position is grant-funded for four years, pending yearly renewal.

Key Job Functions:	% of Time Spent on Function on an Annualized Basis
1. Project Management	75%
2. Training and Technical Support	25%

Primary Roles & Responsibilities:

Project Management:

- Provide leadership and coordination for OST programming at all schools participating in the TSELI project. Assist in selection and oversight of site-based OST coordinators.
- Support site-based OST coordinators and district personnel in the selection, support and implementation of OST providers and social and emotional learning (SEL) programs and activities.
- Serve as a key OST liaison for TSELI to Tacoma Public Schools, serving on district and site-based Tacoma Whole Child Initiative and TSELI work groups, and ensuring OST programs are represented, aligned, and integrated as appropriate with TWCI and TSELI goals and structures.
- Communicate the TSELI mission and the OST component of the partnership to OST providers and other community organizations, parents, students, and TPS staff.
- Develop strong relationships with Tacoma's OST providers, and cultivate and engage collaborative OST program partners to expand SEL offerings and meet the needs of students at each TSELI site.
- Ensure high quality OST programs are offered and program objectives achieved through continuous review of PQA and other TSELI assessment data, and use the data (youth participation, adult practice, culture and climate, youth outcomes) to establish professional development plans and practice continuous improvement methods.
- Support the initial and ongoing landscape analysis of OST providers throughout Pierce County.
- Co-facilitate a work group to develop an Out-of-School Time Intermediary (OSTI) for Pierce County.

Training and Technical Support:

- Coordinate and lead project specific data collection and data use efforts for OST providers, including methods for tracking participant registration, attendance, and outcomes; and support development of memoranda of understanding for data collection and sharing.
- Conduct SEL-PQA assessments and other TSEL observational assessments.
- Provide on-site SEL and Youth Work Methods training, coaching, and technical support to OST programs and TPS staff as appropriate.
- Respond to site-based requests for OST information and resources, make referrals to outside resources, and track requests to identify and address collective needs.
- Build the capacity of site-based OST coordinators to deliver training and resources related to SEL curriculum models and learning tools aligned.

Skills, Experience and Qualifications:

- Bachelor's degree in education, social work, recreation or equivalent.
- Four or more years of youth development program management experience.
- Knowledge of and successful experience in directing programs for diverse populations of elementary school youth, including supervision of volunteers and staff, program and budget development, participant recruitment, program evaluation, and relationship management.
- Excellent interpersonal skills and ability to work collaboratively with all levels of staff at Tacoma Public Schools, OST organizations, and other community providers; as well as demonstrated ability to work with diverse families and youth.
- Strong organizational skills and initiative to effectively understand and manage needs of multiple sites and competing priorities.
- Strong planning and facilitation skills to effectively move groups from ideas to actions.
- Knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race-, policy- and systems-based inequities on marginalized communities.
- Successful completion and endorsement as a reliable School-Age SEL PQA External Assessor within the past 12 months.

Cultural Requirements

Each employee of the Greater Tacoma Community Foundation is an essential part of the whole. We are in the business of helping people and our community and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to provide philanthropic expertise, innovation, and inspiration within Pierce County.

As such, each employee of GTCF is expected to:

- 1) Work with integrity and respect toward:
 - a. One another
 - b. Our donors, volunteers, and the diverse communities with whom we interact
- 2) Offer a superior level of customer service
- 3) Provide a welcoming environment
- 4) Communicate and collaborate across the organization
- 5) Give, and should expect to receive, clear expectations
- 6) Work with an eye toward innovation and intellectual contribution
- 7) Take personal responsibility for the accuracy and completeness of his/her own work
- 8) Offer and request assistance to and from fellow employees in reviewing work for accuracy

Supplemental Questions

- I. Please describe any experience you have in the following areas:
 - a. Your experience with planning, organizing and supporting efforts designed to engage community-based organizations and the general public around specific issues, projects, or strategies.
 - b. Your experience with gathering, analyzing and utilizing data to define strategies and implement continuous improvement practices.
2. The OST Project Manager will engage and facilitate collaborative work teams with a diverse group of individuals and organizations, including nonprofits, school staff, youth, parents, and other key stakeholders. Please describe one or more situations which required you to facilitate a diverse group on a community project or issue. Include details of your role in planning, facilitating, implementing and evaluating the project.

Application Process

- A cover letter describing why this role is aligned to your background, skills, and interest.
- Answers to the supplemental questions above. ***Applications received without responses to these questions will not be considered.***
- Current resume.
- Materials are to be submitted via email - hr@gtnf.org
- Job announcement closes Friday, August 25, 2017 at 5:00 p.m.
- References will be requested from final candidates.

This is a grant funded position.

GTCF is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.