



The Greater Tacoma Community Foundation Job Description

Job Title: Assistant Project Manager	Date Prepared: January 2018
Incumbent Name	Department: Grants & Initiatives
Position Reports to (Title): Director	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

This is a grant funded position that will support Whole Child work and will remain available subject to renewed funding.

The Guiding Question

If urban schools and their afterschool partners work together to improve and align experiences and climate to foster children’s social emotional learning, will students benefit?

The Opportunity

For the next three years, the Greater Tacoma Community Foundation (GTCF) will support a pilot project as a partner in the Tacoma Whole Child Initiative (TWCI) “Shift Two”- aligning school day and expanded learning opportunities through an intentional focus on social and emotional learning. The pilot project will focus on five key social and emotional learning competencies: Self-awareness; self-management, social awareness, relationship skills, and responsible decision-making. The goal is for Tacoma students to experience connected SEL environments throughout the day, to support the whole child.

Twelve elementary schools will be part of the pilot project in Tacoma. A key piece of the pilot will be the coordination of Expanded Learning Opportunities (ELO) for students in these 12 schools, located in East and South Tacoma. In addition to ELO coordination, Tacoma Public Schools staff and providers of Expanded Learning Opportunities (ELO) at six of the 12 elementary schools will implement shared Social Emotional Learning (SEL) practices, receive training & professional development, and use data for shared cycles of continuous improvement. The pilot will begin September 2018 and run through the 2020-21 school year.

In addition to the pilot project, GTCF will be embarking on a community engagement process across Pierce County, to identify the gaps in service and the needs of ELO providers, families, and students to support and engage Pierce County ELO providers in a quality improvement system.

Position Summary

The Assistant Project Manager will play a critical role in the success of this SEL/ELO work. This position will provide project management and administrative and technical support to assigned projects.

Key Job Functions:	% of Time Spent on Function on an Annualized Basis
1. Project Management	35%
2. Knowledge Management	35%
3. Partnership Management	30%

Project Management

- Working with the Director to develop a comprehensive and detailed project plan to track progress, using reporting templates, communications structures, etc.
- Managing multiple project timelines and calendars using SmartSheet.
- Using appropriate verification techniques, including feedback across all project partners, to manage changes in the project scope, schedule, and costs.
- Working with the Director and work team leads to prepare and maintain meeting and deliverable schedules.

Knowledge Management

- Tracking and assisting in the preparation and updating of project documents, including briefing materials, presentations and reports.
- Creating and maintain comprehensive project documentation.
- Coordinating assigned activities and gathering information from project partners.
- Distributing project documents within and across work teams, tracking and compiling feedback, and finalizing documents.
- Understanding deliverables of each work team, and the interdependencies of those deliverables.
- Managing SharePoint site(s), including permissions and content.

Partnership Management

- Collaborating and managing relationships with team members, project partners and key stakeholders.
- Supporting the Director and work team leads in creating agendas and materials for meetings.

- Attending and participating in project meetings and preparing meeting minutes and action steps.
- Following up on key action steps and deadlines, to ensure timely completion.
- Coordinating logistical support for meetings and workshops.
- Reporting and escalating issues to the Director as needed.
- Completing additional administrative tasks as needed.

Skills, Experience and Qualifications:

- Strong project management skills, including the ability to set priorities and track multiple timelines. Ability to develop and manage project plans for each project, manage self and stakeholders to deadlines and deliverables, and support achievement of project goals
- Adaptability and capacity to solve problems both efficiently and collaboratively and both creatively and strategically.
- Exceptional communication skills, written and oral.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Working effectively under pressure, meeting deadlines, and adjusting to changing priorities.
- Multi-tasking competing priorities and communicating with team members on status updates.
- Collecting, preparing and analyzing information and comprehensive reports.
- Proficiency in computer applications, including SharePoint, MS Word, Excel, PowerPoint and SmartSheet.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.

Special Requirements

- Possess a valid driver's license
- Access to reliable transportation for travel within Pierce County

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

Application Process

- A cover letter describing why this role is aligned to your background, skills, and interest.
- Current resume.
- Materials are to be submitted via email - hr@gctcf.org
- Job announcement open until filled
- Interviews with qualified candidates will be scheduled on a rolling basis
- References will be requested from final candidates.

GTCTF 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.