



COLLABORATIVE
SOLUTIONS

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Birmingham, AL 35213-0159

www.collaborative-solutions.net

JOB DESCRIPTION

Project Manager / Senior Project Manager for Learning & Community Engagement

The Project Manager / Senior Project Manager advances projects and initiatives in alignment with Collaborative Solutions' learning and community engagement strategy to advance systems change to improve housing and health outcomes among populations with special needs. The Project Manager implements projects in organizational and leadership learning, marketing and communications, and community engagement.

Areas of responsibility include: Managing projects to implement the agency's learning and community engagement strategy to advance the agency's mission and theory of change. The Project Manager will implement projects and initiatives the following areas: **Organizational Learning – Implementation of the agency's learning modalities and services including conferences, trainings, products, tools, certifications, and curriculum.** Learning is promoted and tracked through CS' Learning & Member Management System in compliance with national credentialing requirements.

Communications & Marketing – Implementation of communications and marketing projects to advance CS' brand, social media presence, policy and advocacy, community engagement, and internal communications.

Team Training & Professional Development – Implementation of projects to support the agency's professional development objectives among team members and consultants to advance onboarding, on-going professional development, and subject matter experience.

Community Engagement – Implementation of projects to track and grow client engagement.

Reports to	Director of Learning & Community Engagement
Collaboration	Serves as part of the Learning & Community Engagement Team which implements the agency's strategy. Serves in cross-agency project teams.
Supervision	A supervisory position including CS team members, consultants, volunteers, and/or vendors.
Position Classification	Senior Project Manager
Position Salary Range	Negotiable Based on Experience
Position Type	<ul style="list-style-type: none"> Full-time, salaried position with benefits as specified in the <i>CS Personnel Policies and Procedures Manual</i>.

Position Location & Travel	<ul style="list-style-type: none"> • Birmingham, AL Based (preferred) • Remote work/telecommuting may be considered based upon experience and expertise. • Requires travel with the ability to travel within the State of Alabama and U.S.
Education Requirements	<p>Project Manager</p> <ul style="list-style-type: none"> • Bachelor's degree in education, marketing, communications, business, public relations, social work, or a relevant field. AND • Subject Matter Expertise (SME) (at least 3 years) related to the position; OR • Years of experience related to the SME (3-10+ years); <p>Senior Project Manager</p> <ul style="list-style-type: none"> • Relevant advanced degree in education, marketing, communications, business, public relations, social work, or a relevant field; AND • 10+ years SME experience related to the position; OR • Years of experience related to the SME (over 10 years). <p>Certificates, credentials, or experience</p> <ul style="list-style-type: none"> • Adult learning and/or online learning theory, educational design, and/or event planning preferred.
Requirements	<p>Project Managers implement agency-wide projects to fulfill mission objectives. Project Managers will have experience in:</p> <ul style="list-style-type: none"> • Project and program management; • Implementation of federal, local, philanthropic grants and contracts; • Staff supervision (if applicable) • Business development including grant/contact writing, relationship development, and sponsorship solicitation. • Providing exceptional customer service and communication. <p>Project Managers will be:</p> <ul style="list-style-type: none"> • Self-starters, with strong follow through on projects, able to provide and take direction; • Team Players with a demonstrated ability to work with team members; • Able to multitask and prioritize multiple deliverables at any given time; • Skilled technical writers including grant & contract writing experience; • Able to read, speak, and comprehend English • Proficient in Microsoft Office programs: Outlook, Word, Excel, Planner, & other programs such as Zoom and graphic design. • Able to move and transport materials or equipment weighing up to 25 pounds for trainings or events • Able to travel anywhere in U.S., as this position requires travel; • Able to comply with CS Personnel Policies <p>Project Managers, in addition to the above, undertaking projects related to the agency's learning and community engagement strategy, will have experience in implementation of:</p>

	<ul style="list-style-type: none"> • Adult learning principles and theory through all aspects of CS' learning and engagement programs; • Marketing and communications in revenue-generating settings. • Event planning including on-site and on-line trainings, webinars, and regional/national conferences; • Curricula, training guides, toolkits, and other written products; • Community engagement in membership setting or other organizing roles; and • Learning, events, and membership management systems.
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The person filling this position must comply with the CS Personnel Policies and Procedures approved by the Board of Directors. Neither this job description nor the CS Personnel Policies and Procedures will constitute a contract for employment.

Collaborative Solutions, Inc. is an equal opportunity employer and a drug free workplace. All applications are to be submitted to the Director of Administration, Collaborative Solutions, P.O. Box 130139, Birmingham, AL 35213. Email to careers@collaborative-solutions.net.

Employee Signature

Date