

The Contingent Job Announcement

Position: Associate Director of Projects, Every Child, OR

Division: Mobilizing Communities

Initiative: Every Child Oregon

Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities*, and government agencies.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

**If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.*

Position Summary:

The Associate Director of Projects, Every Child will be responsible for planning, organizing, and directing the completion of all projects for Every Child Oregon while ensuring these projects are on time, on budget, and align with Every Child's mission.

Projects will include completing grant reports, coordinating events, running campaigns, creating and maintaining donor relations, onboarding new local Every Child affiliates, as well as developing internal and external materials for statewide and local affiliate use. Over the course of a project, the Associate Director will work closely with members of Every Child Oregon team as well as members of the Community Collider and external stakeholders.

They will seek consensus, document processes, ensure timely deliverables are met, synthesize feedback, proactively gather insights from impacted constituents, raise risks to senior leadership, and monitor the progress of the project to keep it on schedule. The Associate Director of Projects, Every Child will report to the Executive Director of Mobilizing Community, Oscar Sweeten-Lopez.

This leader is an essential contributor to the success of Every Child Oregon and their affiliates. They see this role as an opportunity to use their skills in project management, coordination, consensus building, administration, documentation, and organization to serve kids, youth and families impacted by foster care. The ideal candidate is organized, thorough, collaborative, pro-active, and a highly communicative self-starter. A successful Associate Director of Projects, Every Child will thrive in spaces where innovating, radical hospitality, listening, acting, and accountability are prioritized.

Duties & Responsibilities:

Strategic Management

- Manage projects from discovery to activation and take ownership of all deadlines
- Manage the definition of project scope and objectives by working with internal and external partners, team members and stakeholders
- Identify the internal and external key stakeholders and team members at the onset of a project to inform strategy
- Identify clear project deadlines, key roles and responsibilities and ensure project feasibility
- Make effective decisions when presented with multiple options for how to progress with the project and managing any changes to project scope/direction in a timely manner, communicating any changes in scope to project stakeholders
- Identify and set key project milestones, monitor milestones, and project progress. ensure projects meet stated project objectives and the overall mission of Every Child Oregon.
- Liaising and supporting projects between Every Child field staff, The Contingent’s Marketing team and external marketing agency
- Proactively manage strategic priorities, raise risks, and offer productive solutions
- Ensuring timely, on budget completion of projects
- Supervise 1-2 team members as the Every Child Oregon team grows

Communication and Coordination

- Communicate complex concepts and core information to a large group of people clearly and effectively
- Serve as a point of contact for all project stakeholders to ensure effective communications and keep everyone in sync on project milestones and objectives
- Lead communication with The Contingent’s “Community Collider” - a product development team focused on community engagement, customer service, data and evaluation, enterprise technology, and strategic marketing.
- Ensure team members assigned to the project have the resources and skill set necessary to complete their tasks.
- Provide clear communication and timely delivery of content and deliverables throughout each project’s life cycle
- Manage communication and coordination among all project stakeholders (e.g., staff, funders, vendors, etc.) to ensure projects are completed on time and meet Every Child’s mission/goals
- Manage moving pieces across multiple projects with confidence.
- Provide project status updates and create formal recaps for key stakeholders

Planning and Documentation

- Utilize Asana project management software to create projects and deadlines, track progress, assign tasks, and streamline communication throughout the life cycle of projects
- Perform continuous quality control on the project throughout development and build effective mechanisms to measure project impact
- Create and maintain project documentation as needed
- Identify, plan, and implement process guardrails that lead to long-term improvement and increased productivity.
- Facilitate performance reports and develop project summaries

Success Metrics:

- 90% of projects are completed on time and within budget.
- 95% of projects achieve the stated earned value (% of completed work/budget at completion)
- All projects are created, tracked, updated, and documented in Asana
- Establish collaborative relationships and communication protocol with all project stakeholders as measured by the stakeholder satisfaction rating
- Successfully identify, analyze, and respond to risks that arise during the project life cycle to ensure project completion
- Customer/end-user orientation as measured by customer satisfaction rating

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation, and respect
- Bachelor's Degree in appropriate field of study or equivalent work experience
- 3+ years of complex project management experience/and or a project manager certification manager, preferred
- Effective project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Excellent organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Experience working with project management tools and other software, preferably Asana
- The capability of leading amidst ambiguity and driving work autonomously
- The ability to comfortably present project summaries to stakeholders, including senior leadership
- The ability to manage multiple projects of various scopes with differing and converging timelines.
- The ability to work independently and cooperatively in a diverse, perpetually changing environment, while maintaining a calm and positive spirit.
- Experience leading the RASCI model for role and responsibility alignment, preferred

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Emerging Leaders, and Survival Is Not Enough (SINE).
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families.
- Deep commitment to serving vulnerable kids and families and those in government who work with them
- Deep commitment to increasing the diversity of leadership in the communities we serve
- Continual growth mindset to develop and improve existing processes to enhance program efficiencies
- Flexible and receptive to constructive feedback
- Self-motivated leader that takes initiative
- Adaptable to changing situations and processes

Employment Terms, Accountability, and Compensation:

- Full-time position with competitive salary; starting salary range - \$55,500 - \$64,000 depending on experience.
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- This position is in the Portland Metro area
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States

Anticipated Start Date:

Immediately. Applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (In your letter of interest please indicate how you heard about this position)
2. Resume
3. Three references including:
 - First and Last name
 - Role
 - A brief description of their relationship to you
 - Contact Information (email + phone number where they may be reached)



Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing **Associate Director of Projects, EC OR** sent to hire@thecontingent.org.

******"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."******

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer