

## JOB DESCRIPTION

### Senior Project Manager - Higher Education

**Our team is our strength, and our work is our passion.**

John Burton Advocates for Youth (JBAY) is seeking a dedicated and experienced mission-driven professional disciplined in focusing on advocacy and delivering impactful results through systems changes strategies.

This is a unique opportunity to make a huge impact! By working together, we can make a brighter future for the children and youth in foster care and the youth experiencing homelessness in California.

#### **About Our Organization:**

John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles.

#### **About the Position:**

The Senior Project Manager is a strategic member of the organization's Education Team, reporting directly to the Director of Education. This position is responsible for providing technical assistance to partnering organizations, delivering, and presenting training sessions, creating written materials, convening, and coordinating with relevant stakeholders' workgroups, implementing strategies, assisting with legislative advocacy, data analysis, and research related to improving the educational and career outcomes of foster and homeless youths in Los Angeles and California. In addition, the Senior Project Manager will engage in fundraising and grant management, and lead advocacy development and implementation.

Our compensation and benefits show how much we value our team!

#### **How to Apply**

Please submit your resumes and cover letter to [info@jbay.org](mailto:info@jbay.org) with the title of the position in the subject line.

**Schedule:**

- This is a remote position that requires periodic travel to in-person meetings and conferences in Los Angeles, San Francisco and other parts of California, as needed, and requires a candidate based in the Los Angeles region.
- Occasionally, evening and weekend work may be required to attend events and training.

**Salary:**

- Full-Time exempt position
- \$90,000 - \$104,000 commensurate with experience

**Benefits:**

- 100% employee coverage of health, dental, and vision; 50% coverage of spouse and/or dependents
- 100% employee coverage of life insurance, long-term disability, and AD&D
- Vacation starting at 15 days and then after two years will be 20 days
- 11 federal holidays
- Retirement plan with a match up to 5%
- Up to \$75 monthly cell phone stipend
- Four weeks of paid Wellness Leave after five years with the organization

**Qualifications:**

- Bachelor's degree
- Master's Degree (preferred) in public policy, social work, or related field
- 7+ years of experience in the provision of technical assistance and training and/or advocacy
- Excellent written, interpersonal, and verbal communication skills
- Strong critical thinking skills
- Knowledge or experience in child welfare/foster care, K-12 education, higher education, youth homelessness, or other related social service fields (preferred)
- Knowledge of the state legislative process and experience with legislative advocacy and/or experience convening a collective impact initiative (preferred)
- Ability to maintain strong relationships with a wide range of stakeholders
- Ability to multitask, research, and meet deadlines
- Self-directed and able to work with minimal supervision
- Strong commitment to the mission of the organization and program
- Ability to travel – some overnight travel may be required

**Key Results and Deliverables:**

- Provide direct technical assistance to partnering organizations or public agencies related to program goals
- Lead local or state-level advocacy development and implementation for program areas
- Develop and deliver in-person and web-based training relevant to program goals in a variety of settings, including conferences and events
- Create written products including program training curricula, outreach materials, technical assistance publications, toolkits, policy briefs, and newsletter articles

- Convene workgroups in coordination with other program partners, including cultivating workgroup membership by engaging a broad network of stakeholders
- Coordinate activities and meetings with a variety of stakeholders including public agencies, school districts, post-secondary institutions, community-based organizations, advocates for youth, and elected officials
- Develop and implement strategies designed to achieve program goals
- Oversee data collection efforts related to tracking progress towards initiative goals and prepare program evaluation reports
- Interface with program funders as requested and prepare periodic grant reports
- Maintain effective, honest, and professional communication with co-workers, volunteers, management, external non-profit organization personnel, legislative staff, and all individuals with whom they interact
- Participate in regular staff meetings and other JBAY team meetings as assigned
- Work independently and productively while still keeping open communication with others
- Effectively manage time to avoid backtracking and delay of tasks
- Deliver honest and professional communication
- Consistently contribute to a safe and positive work environment
- Maintain regular attendance and timeliness
- Perform other duties as assigned or otherwise identified
- Actively engages in fundraising activities for projects i.e. grants and manages the budget of projects and grants
- Leads local or state-level advocacy development and implementation for program areas

John Burton Advocates for Youth – JBAY provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.