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## SENIOR PROJECT ASSOCIATE JOB DESCRIPTION

ACCT is a non-profit membership educational organization comprised of over 500 governing boards and over 6000 trustees who govern public community, technical, and junior colleges across the U.S. and abroad. ACCT's Center for Policy and Practice (Center) serves the community college sector through practical solutions, informed policy development and policy implementation. As part of the Public Policy Division, the Center sits between the membership and policy makers and achieves its goals through a combination of thought leadership, case studies, research and policy briefs, convenings, and supporting project design, implementation, and best-practice development through pilot efforts at ACCT member institutions.

For more information about ACCT go to: [www.acct.org](http://www.acct.org).

### **DESCRIPTION:**

We are seeking an eager, self-motivated achiever to join ACCT's Center for Policy and Practice team as a **Senior Project Associate**. Under the supervision of the Director, Kids on Campus, the Senior Project Associate will provide day-to-day management of an assigned grant portfolio with responsibility for activities across a range of projects that contribute to the Center's mission to bring policy and practice together in serving our members and students. There will be additional duties assigned to support the overall mission of the Center for Policy and Practice.

**This position is grant funded and contingent on continued funding by additional grant sources.**

This position is part of a bargaining unit of ACCT staff represented by OPEIU Local 2.

### **DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

- 1. Manage the continuous operation of the assigned grant/project portfolios:**
  - Develop, execute, and manage detailed project schedules and work plans
  - Design and develop resources to support project activities and deliverables, including:
    - a. Creating and updating planning support materials (eg. sample meeting agendas and schedules), and
    - b. Developing webinars, podcasts, online training modules, and other resources as necessary

- Convene and facilitate meetings with grant/project partners to refine project objectives, activities, and outcomes
- Coordinate and oversee project related financial activities such as stipend payments, partner reimbursements, and vendor payments
- Coordinate the execution of memorandums of understanding and contracts with college partners, project partners, contractors, and consultants.
- Monitor project progress and budget and communicate progress on project goals and objectives
- Engage directly with community colleges and other stakeholders participating in projects for grant activities including technical assistance and communities of practice
- Assign and supervise work activities of partners, contractors, and consultants to ensure quality and timeliness of work products
- Lead activities and discussions to solve project challenges
- Support management activities, including participating in budget development, grant reporting, and grant writing

Promote and communicate grant activities for stakeholders via various dissemination activities.

**2. Support ACCT's Center for Policy and Practice**

- Participate in the research and development of new projects, project planning, and administration.
- Support Center for Policy and Practice infrastructure such as website, email communication blasts, blog posts, newsletters, data activities

**3. Support ACCT's broader public policy research and advocacy activities**

- Authoring/co-authoring original reports, briefs, and other content on issues of national importance for community colleges
- Build and grow mutually beneficial partnerships across higher education landscape, businesses, industries, and funding organizations.
- Participate in planning and training activities for the Community College National Legislative Summit and Annual Leadership Congress.

**4. Perform other duties as assigned.**

**MINIMUM REQUIREMENTS:**

- Minimum of a BA or BS degree, *Master's degree preferred.*
- At least four years combined experience in any relevant areas of focus including but not limited to:
  - managing higher education college programs or projects;
  - managing human service or workforce development programs;
  - developing and providing technical assistance in higher education;
  - project and/or grants management and reporting;

- Institutionalization of programs and/or work processes;
  - And/or coalition building work.
- Demonstrated ability to work effectively with a variety of stakeholders to achieve shared goals
- Knowledge of, or experience in workforce development, human services, or related systems
- Able to exercise initiative, reasoning, and sound judgment.
- Capable of working independently (with support and minimal supervision) and collaboratively as a team member to move project/program responsibilities forward and stay on track.
- Experience with planning and convening meetings, workshops, and trainings.
- Strong interpersonal, communication, and presentation skills.
- Able to be flexible and adapt to changing program dynamics in growing a new project.
- Excellent time management, organization, and critical thinking skills.
- Sensitivity to diverse cultures, races, and low-income family situations
- Willingness and ability to travel (as public health considerations permit).
- Technology skills related to virtual platforms for meetings, workshops, and training (e.g., Zoom, Teams), and presentation and design (e.g., PowerPoint, Canva).

#### **DESIRED QUALIFICATIONS:**

- Experience in project/program management.
- Practical knowledge of and/or experience working in fields relevant to the community college setting such as workforce development and job skills training, apprenticeship, early childhood education, SNAP employment and training, work based learning, international higher education, Pell and other financial aid program administration, etc.
- Able to work and collaborate with multiple partners and stakeholders to achieve shared project goals.
- Comfortable engaging with senior level officials such as college presidents and trustees, college executive administrators and deans, state and local government officials, program staff, and organizational leadership.
- Strong networking, relationship building, and facilitation skills.
- Familiarity with grant writing and management.
- Experience with research and data collection.
- Technology skills related to website management (e.g., Squarespace, Drupal), client resource database management (e.g., Salesforce)

#### **DESIRED CHARACTERISTICS:**

We are seeking a team member who brings the following:

- Self-motivated, curious, innovative, and resourceful contributor
- Strong work ethic
- Able to be flexible and adaptable to shifts within a new/developing project

- Desire to actively engage with and contribute to the project and organizational missions
- Effective communicator and problem solver
- Proactive and able to anticipate needs, respond effectively to challenges, and suggest solutions
- Interest in the mission of supporting community colleges and the communities they serve

This position is located in ACCT's Washington DC Office at 1101 17<sup>th</sup> Street NW.

ACCT offers a competitive salary for this position annualized at \$78,785 – \$101,295 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Furthermore, we offer a 37.5-hour workweek and paid time-off benefits.

Please forward a letter of interest and resume to: [hr@acct.org](mailto:hr@acct.org) with **Center for Public and Practice Senior Project Associate** in the subject line. Must pass a criminal background check and professional references check.