



The Skillman Foundation, located in Detroit, MI, partners with people to transform the education system, nurturing the brilliance and power of Detroit youth. We believe in [People Powered Education](#). We invest in Detroiters' power to design an exceptional education system, we support equitable education policy advocacy, and we connect the expertise of students and those closest to them with policy movers statewide. Across our 65-year history, The Skillman Foundation has granted out approximately \$750 million and has served as a vocal advocate to strengthen K-12 public education, afterschool programming, youth and community leadership, and racial equity and justice. For more information, visit www.skillman.org.

The Foundation seeks a **Program Manager** to execute exceptional planning, project management, and implementation across the Foundation's strategic initiatives and program strategies. Under the leadership of the Director of Strategic Initiatives, Program Managers oversee multiple efforts of varying complexity, maturity, and coordination across the grantmaking teams (Ground Building and Policy & Systems) and the Foundation's broader work.

The Strategic Initiatives team will often collaborate with various external partners, including youth, funders/philanthropy, nonprofit, government, and corporate sectors. Program Managers, therefore, must be exceptionally skilled at creating, maintaining, and managing productive working relationships with a range of people.

Program Managers will excel at building concrete plans of action around ideas and concepts and are comfortable managing various stages of design and implementation of both short- and long-term efforts. They are thoughtful connectors of objectives, ideas, efforts, and people.

Principal Responsibilities

Lead, support and operationalize programs and initiatives that support the Foundation's strategic framework.

- Manage a portfolio of projects, identifying the resources required to execute, developing plans for implementation and communicating progress on efforts as well as potential risks or complications.
- Forecast, plan and manage project and proposal timelines.
- Prioritize and manage additional projects and tasks, including writing assignments, meeting/event planning, internal and external stakeholder engagement, research & analysis, and other projects as assigned.
- Maintain a high-level of discretion and discernment about projects, moving pieces, and internal/external dynamics. This includes identifying, managing, and elevating risks as they arise in the planning and execution of projects.

Effectively communicate and make thinking visible internally to build support and understanding at various levels of the Foundation and externally to build trust and understanding with partners and stakeholders.

- Communicate regularly and proactively with the Director of Strategic Initiatives and across the Program Leadership Team and Executive Leadership Team regarding the status of all assigned projects.
- Identify key communication and storytelling opportunities in partnership with Vice President, Communications and Vice President, Program & Strategy.

- Prepare written communication for internal and external audiences that is clear, compelling, and high quality.

Foster collaboration across teams and units at the Foundation by building relationships and sharing information and learning to strengthen, inform, and further the goals of the Ground Building and Policy & Systems grantmaking teams.

- Collaborate with and manage internal and external partners to plan and support the implementation of programs, initiatives, and special projects related to the Foundation's priorities.
- Enlist and manage staff support of strategic initiatives across the Foundation, including program, evaluation, communications, and operations staff.
- Review and analyze information provided by cross-sector partners, including grant partners.
- Other duties as assigned.

Knowledge, Skills, & Competencies include but are not limited to:

Relationship Management

- Ability to work effectively in a complex, team-based environment, focusing on collaboration and inclusion. Adaptable to different work styles and preferences.
- Builds effective relationships with teammates and other organizations, as assigned.
- Communicates effectively within the Foundation.
- Participates in effective committees and teams within the Foundation.

Project Launch & Management

- Strong project management and organizational skills; Ability to shape and launch and/or manage multiple priorities and initiatives while maintaining flexibility.
- Attention to detail and ability to work at strategic and tactical levels to ensure execution.
- Compares actual progress to planned milestones and adjusts approach.

Youth-Driven

- Support the Foundation's youth-facing programming and partnerships, including planning and facilitating activities that include the President's Youth Council.
- Ability to engage youth as respected equals in collaboration and decision-making processes.
- Understanding of best practices in youth leadership, youth development, and/or education.

Equity Focused

- A strong interest in racial equity, equitable education systems change, and youth power are a must.
- Reflective awareness of bias and how they may interfere with thinking and decision making. Seeks input to counterbalance potential bias and maintain a growth-oriented, learning mindset.
- Constant examination of who is influencing thinking and sense-making and actively looking for voices that are missing and who's experiences and insights would further the capacity of conversations to shift power and center equity.

Communication and Influence

- Proactive and clear communication about work, progress; make thinking visible to ensure alignment and transparency.
- Listen for understanding and to develop trust with partners internally and externally.

- Explain the Foundation's work, your role and work, and engage others to contribute and connect to their own priorities.

Professional Experience & Education

- Bachelor's Degree or equivalent experience required. Minimum of three (3) years of relevant experience with project management.
- Experience engaging stakeholders and leveraging influencing progress and decision-making through indirect authority.
- Experience working with policymakers, research institutions, or within the nonprofit or philanthropic sectors preferred.

HOW TO APPLY:

This is a full-time salaried position. The Skillman Foundation offers competitive salary offerings and excellent benefits that include medical, dental, vision, flexible spending accounts, a 401k (with a match), life insurance, and disability coverage. The salary range for this position is \$65k-\$79k.

If you are interested, please send a cover letter and resume to hr@skillman.org no later than Friday, November 22, 2024. No phone calls, please.

The Skillman Foundation is an Equal Employment Opportunity Employer