



The Rodel Foundation of Delaware is a fast-paced, non-profit organization focused on improving public education in our state with a small, dedicated team of talented and passionate people. Our office is in Wilmington, but we work state-wide with an intent for Delaware to be a model for the nation. Our vision is for Delaware to be a global leader in educating each of its students to contribute and thrive.

Job Title:

Project Manager

Reports To:

Director of Operations

Summary:

The primary role of the position is to support the Rodel team in the creative implementation and design of sound public-private partnerships that further our vision. The core work will involve working with our team, as well as local and national partners, to craft impactful pilots to longer term solutions, build the business plans to support their implementation, and to manage the work-flow and outcomes associated with the grants needed to deliver on these projects. The Project Manager will be responsible for effectively supporting the Rodel team in the successful planning, execution, monitoring, and closure of ongoing and new multi-partner projects and grants. Projects will involve building innovative solutions designed to improve public education, such as expanding teacher leadership; personalized and student-centered learning; and other high priority areas such as early learning and college and career readiness.

Critical Success Personal Attributes and Strengths for this Role:

- Strong critical thinking and analytic capability
- Skill to manage multiple, complex projects
- Good judgment and ability to work independently
- Strong communication skills
- Experience leading project teams of various sizes and seeing them through to completion

Essential Duties and Responsibilities:

- Support design process -- clear problem analysis, research on best practices, identifying creative solutions
- Create project plans and ensure execution with a team, while putting in place and tracking success metrics
- Develop strategy decks and business models
- Coordinate with contractors, partners, vendors and team members to make sure that all parties are on track with project requirements, deadlines, and schedules
- Prepare status reports by gathering, analyzing and summarizing relevant information for both internal and external audiences
- Identify and develop new opportunities

- Negotiate with project vendors and contractors
- Track project expenses
- Conduct post project evaluation and analysis
- Other duties to be assigned as needed

Education/Experience and Computer Skills:

To perform this job effectively, a Bachelor's Degree is required and preference may be given to candidates with MBA/other graduate degrees, or work toward an advanced degree. Experience in public education is preferred, but not required. And at least 3 to 5 years of experience coordinating and managing complex projects is required.

The ideal candidate will excel in:

- Written and verbal communication
- The ability to work independently and with others
- Strategic and creative thinking
- Identifying new, "out of the box" solutions to complex problems
- Microsoft Office and other project management tools
- Financial modeling
- Strong technical skills with the ability/affinity to learn new technology applications

The Foundation offers competitive salary and is an equal opportunity employer.

For further information on the Foundation, please visit us at www.RodelFoundationDE.org

To Apply:

Submit a cover letter and resume to Nancy Millard

- Email: nmillard@rodelfoundationde.org
- Fax: 302-571-1538