

# Success for All Foundation

**Title:** Project Manager

**Reports To:** Director of Program Support

**Hours:** Monday-Friday, 8:30AM – 5:00PM, 7.5 hours

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

## **Overview:**

Success for All Foundation is seeking a highly motivated and experienced Project Manager to oversee agile software development processes, curriculum development, and publications projects. The ideal candidate will have a strong background in project management, particularly in the education or software development sectors, and a deep understanding of agile methodologies. This role requires excellent communication, leadership, and organizational skills to ensure the successful delivery of projects that support our mission of enabling every child to read and succeed.

**Role & Responsibilities:** The Project Manager will work with the Director of Program Support, and team members to manage multiple concurrent projects that involve the development of educational programs' print publications and related technology.

1. **Software Development Projects:**

Hybrid Project Manager/Scrum Master will work closely with cross-functional teams including developers, designers, testers, and stakeholders to define project scope, goals, and deliverables. This includes user story generation, requirements gathering and collaborating with the various teams to ensure each team has the same understanding of the request. Facilitate agile ceremonies such as sprint planning, daily stand-ups, and retrospectives. Monitor project progress, identify and mitigate risks, and escalate issues as needed to ensure on-time and within-budget delivery.

2. **Curriculum Development and Publications:**

Manage curriculum development projects, in collaboration with subject matter experts, curriculum writers, print designers, and publications team members.

Oversee the production of publications such as educational materials, and program documentation, ensuring quality and alignment with organizational standards.

3. **Conduct regular reviews and evaluations of projects to measure effectiveness and make recommendations for improvements.**

4. **Communicate project objectives, progress, and outcomes to stakeholders including senior leadership, team members, and external partners.**

5. **Foster strong relationships with internal and external stakeholders to gather requirements, provide updates, and address feedback or concerns.**

6. **Maintain accurate project documentation including project plans, schedules, budgets, and status reports.**

Generate regular reports on project performance metrics, milestones achieved, and key learnings for continuous improvement.

7. **Conduct post-project reviews and lessons learned sessions to capture insights and best practices for future projects.**

## **Qualifications:**

- Bachelor's degree is required.
- Certified ScrumMaster (CSM) or equivalent agile certification is a plus.
- Minimum 3 years of experience in project management roles.
- Familiarity with curriculum development processes, educational publishing, or instructional design is a plus.
- Strong leadership, problem-solving, and decision-making skills.
- Excellent communication, collaboration, and stakeholder management abilities.
- Proficiency in project management tools and software such as DevOps, Azure is a plus.

- Passion for education and a commitment to improving outcomes for students from diverse backgrounds.

**Working Conditions:**

Work is normally performed in an office and / or home-office environment. Some travel will be required. Proof of COVID vaccination is required.

**Physical Effort:**

No or very limited physical effort required.

**Environmental Conditions:**

Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

**SUCCESS FOR ALL FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER**