



Dimensions Educational Consulting

Position: SENIOR LEVEL PROJECT DIRECTOR

Reports to: EXECUTIVE DIRECTOR

OVERVIEW:

Dimensions seeks an experienced Project Director to supervise our national JOC community and leadership development programs. Our Project Director will be responsible for the organization, development, delivery and overall success of each program. This position will create, assign and coordinate all tasks related to the launch, delivery, assessment and ongoing development of the *JWOC Resilience Circle* and the *JOC-Allies Cohort*. This position will supervise program coordinators and inform management regarding each project's progress and development. We are seeking a candidate that has a broad knowledge of project management principles and technology. We are seeking a person with a strategic mindset and the ability to both lead and develop leaders around them.

This position is meant to ensure that every Dimensions program will model and uphold the culture, principles and standards for diversity, equity and inclusion that we teach in the world. The Project Director position will ensure our ability to deliver resonant, meaningful and impactful programs that add the highest possible value to the JOC community and to our organization.

SPECIFIC PRIORITIES:

- Coordinate effective communication between the Executive Director, program coordinators, program participants and independent consultants to ensure effective project programming; Ensure ongoing communications across all projects toward timely and efficient delivery of programs. Schedule planning meetings and maintain organizational calendar for implementation of projects. Maintain compliance with established program budgets. Support the negotiation and finalization of all contracts with independent consultants.
- Support Executive Director in project development for DIMENSIONS to include concept generation, screening, market analysis, program generation and launch. Research emerging trends for training, programming and consulting services. Work with Executive Director and Program Coordinators to establish the Dimensions brand and to research and integrate new concepts within DIMENSIONS projects and programs.
- Support Executive Director in business development and annual fundraising. Manage and implement policies, internal controls, accounting standards, and procedures related to project budgets. Provide administrative support to the annual budget process.
- Support marketing, outreach and communication strategies. Manage opportunities to expand DIMENSIONS engagement with press, social media, and web technology.

Specific duties to include:

- Initiating and setting goals for programs according to the mission and strategic objectives of the organization.
- Planning projects from start to completion: assigning responsibilities, establishing internal and external deadlines, setting benchmarks for success and coordinating related processes
- Developing and adhering to budgets for project and operations
- Organizing and building a broad network and community of partners for each JOC project.
- Generating educational resources, webinars and opportunities for JOC community development and learning.

Requirements

- Experience applying an intersectional lens to leadership development work across diverse communities
- Experience as an organizer with strategic community development abilities is preferred
- Proven experience as Project Director or other supervisory position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management software
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- BA in management or a relevant field; MA is a plus

Salary range \$65,000-\$75,000

- Submit resume and cover letter to info@dimensionseedc.com