**Position Summary**

Families and Schools Together, Inc. is a non-profit agency whose mission is to disseminate FAST, a powerful evidence-based program developed by Professor of Social Work Dr. Lynn McDonald, which uses a variety of research-based activities to empower parents and strengthen the relationship between families, schools, and the community. Visit [www.familiesandschools.org](http://www.familiesandschools.org) for more information.

We are currently hiring a Project Manager to oversee the program training for a research grant that involves using FAST as a targeted approach to reform that reduces or eliminates critical non-academic barriers to school success in low-performing schools in disadvantaged communities.

Families and Schools Together, Inc. is a partner in an Investing in Innovation (i3) grant from the Dept. of Education with the Wisconsin Center for Education Research (WCER) at the University of Wisconsin, Madison. For more information, please review the press release issued by U.W. at [http://www.news.wisc.edu/21378](http://www.news.wisc.edu/21378). The full grant proposal can be accessed at [http://www2.ed.gov/programs/innovation/2012/uofwisconsinnar.pdf](http://www2.ed.gov/programs/innovation/2012/uofwisconsinnar.pdf).

The Project Manager provides the leadership and overall management of the FAST office’s participation in the project by serving on the Implementation Team and overseeing the FAST Program Training to ensure that the quality of implementation adheres to the FAST Program fidelity standards.

This position will be based in Madison, Wisconsin, at the FAST office and will require some travel to Philadelphia. We promote excellence through diversity and encourage all qualified individuals to apply. Please submit resume and salary history by applying at [http://www.jobsinmadison.com/j/4737038?pc=2EE53FD45A](http://www.jobsinmadison.com/j/4737038?pc=2EE53FD45A). Resumes will be reviewed as they are received and the top candidates will be contacted. No phone calls, please.

**Responsibilities**

- Create an Implementation Plan that includes establishing and implementing procedures for managing and monitoring the Training for this Research Project.
- Serve as a key member on the Implementation Team representing the FAST office and work with the other grant partners on ensuring a successful implementation of FAST.
- Manage the budget for the project working with the Director of Operations on the billing of expenses.
- Manage the execution of the FAST Training Conferences and the training of Trainer Supervisors and Trainers.
- Ensure that the execution details of the trainings and evaluations are completed in accordance to the specifications of this research grant.
- Work with the Director of Communications on the creation of materials needed for this project.

**Qualifications**

- Bachelor’s degree in Social Services, Non-Profit Management, Business or related field, or equivalent experience. Master's degree desirable.
- 5 years of experience managing projects, including creating work plans and timelines, program evaluation, contractual reports, and fiscal oversight, with a desire to work for a non-profit and passionate about making a difference in the lives of children and families.
- Experience in the management of a federal grant program and knowledge of federal grant reporting requirements.
- Knowledge of accounting principles and managing a multi-million dollar budget.
- Highly computer literate with proficiency in Microsoft Word, Excel, PowerPoint, and Access (or other databases).
- Familiarity with evidence-based programs and prior experience with the FAST program is highly desirable.
- Experience working with culturally diverse populations.
- Self-starter with the aptitude to balance multiple priorities, solve problems, and take initiative to work independently.
- Adept at researching and synthesizing information for planning, managing, reporting, and evaluation purposes.
- Highly organized and detail oriented.
- Team player with a customer service orientation.
- Strong communication skills and the ability to collaborate and negotiate with others effectively to resolve issues.