Program Manager – Research Projects

Updated & Reposted

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 for more information.

We are currently hiring a Program Manager for Research Projects, with related experience in Social Services, Non-Profit Management, or a related field, to oversee the implementation of 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. The full grant proposal can be accessed at http://www2.ed.gov/programs/innovation/2012/uofwisconsin.pdf.

The Program 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, salary history, and cover letter with a comparison of your experience and the qualifications listed below by applying at 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
- Manage an Implementation Plan that includes establishing and implementing procedures executing the FAST Program in this Research Project.
- Serve as a key member on the Implementation Team representing the FAST office and work with other grant partners on ensuring a successful implementation of FAST.
- Manage project budget working with the Director of Operations on expense billing.
- Work with FAST Training & Evaluation Specialist to execute FAST Training Conferences and FAST team trainings.
- Work with FAST Assurance Managers to ensure execution details of trainings and evaluations are completed in accordance to research grant specifications.
- Work with Director of Communications on 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, timelines, program evaluation, and reports.
- Desire to work for a non-profit and passionate about making a difference in lives of children and families.
- Experience in federal grant management 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 FAST program is highly desirable.
- Experience working with culturally diverse populations.
- Self-starter with 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 ability to collaborate and negotiate with others effectively to resolve issues.