Position Summary

Families & Schools Together, Inc. is a non-profit agency whose mission is to develop and disseminate FAST, a powerful evidence-based program which uses a variety of research-based activities to empower parents and strengthen the relationship among families, schools, and the community.

We are currently hiring an i3 Program Manager, with experience in Social Sciences, Research, Education, Non-Profit Management, or related field, to oversee the implementation of a research grant that involves using FAST as a targeted approach that reduces 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 full grant proposal at [http://www2.ed.gov/programs/innovation/2012/uofwisconsinnar.pdf](http://www2.ed.gov/programs/innovation/2012/uofwisconsinnar.pdf).

The i3 Program Manager provides the leadership of Families & Schools Together, Inc.’s participation in the project by overseeing the FAST Program Training to ensure that the quality of implementation adheres to the FAST Program Fidelity standards. This role involves extensive collaboration with the program partners, as well as managing the FAST staff on the project. The grant is currently entering its third year, with a focus on completing the FAST implementation in the first 30 research schools in spring 2016 and running FAST in a second group of 30 control schools in the 2016/17 school year. The other key role is taking learnings from this research project and applying them to the sustainability and dissemination of FAST in the future.

Experience desired includes: background in research and evaluation, experience with sustainability and dissemination of evidence-based programs, familiarity with i3 or other large grant projects, and passion about family engagement and student success in school.

This position is based in Madison, Wisconsin at Families & Schools Together, Inc. and will require some travel. We promote excellence through diversity and encourage all qualified individuals to apply. Please submit resume and salary history to hr@familiesandschools.org. Resumes will be reviewed as they are received and the top candidates will be contacted. No phone calls, please.

Responsibilities

- Serve as a key member on the Implementation Team representing Families & Schools Together, Inc. and work with the other grant partners on ensuring a successful implementation of FAST.
- Work with the FAST Program Specialists and FAST Trainers to ensure that the execution details of the trainings and evaluations are completed in accordance to the specifications of this research grant.
- Collaborate with the grant partners to develop sustainability and dissemination plans and to integrate learnings from this grant into future FAST implementations.
- Manage the budget for the project working with the Director of Operations on the billing of expenses.

Qualifications

- Bachelor’s degree in Social Services, Education, Non-Profit Management, or related field, or equivalent experience. Master's degree or PhD desirable.
- Desire to work for a non-profit and passionate about making a difference in the lives of children and families.
- Experience managing projects, including creating work plans, timelines, program evaluation, and reports.
- Experience in the management of a federal grant program and knowledge of grant funding sources.
- Familiarity with evidence-based programs and expertise in research and evaluation.
- Experience working with culturally diverse populations.
- Strong communication skills and the ability to collaborate and negotiate with others effectively to resolve issues.
- 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.
- Team player with a customer service orientation.
- Computer literate with proficiency in Microsoft Word, Excel, PowerPoint.
- Knowledge of accounting principles and managing a multi-million dollar budget desirable.