

PROJECT MANAGER

POSITION DESCRIPTION

Please note: This position is based out of Denver, Colorado.

ABOUT SPARK

When was the last time you had fun at work while knowing you were making a difference? Now is a great time to join the Spark Policy Institute team – get all the benefits of working with an extensive network of engaged stakeholders while working day to day in a small, flexible team environment. Not only do we take pride in what we can accomplish together, we have fun! Your creativity, passion for making a difference, and energy are what we need.

Our team is made up of individuals who are deeply invested in helping policymakers, funders, and communities find solutions to complex problems. We tackle the problems that are too messy for any one group to solve – issues that cross multiple sectors, policy arenas, and levels of government – and find solutions through broad participation of stakeholders. We begin by understanding the problems, then identifying and crafting the solutions and, often, assisting our partners to implement them. We embrace input and feedback to promote inclusion of all voices and are committed to equity and social justice, recognizing complex societal problems often disproportionately impact low income communities and communities of color. We believe all voices are needed for sustainable change to occur. We champion innovation and learning, and take on projects that align with our values while giving us opportunities to grow.

Our hiring approach is to look for passionate and motivated individuals with a **commitment to social justice**, a high level of **learning agility**, and **comfort with ambiguity**. We also strongly believe a diversity of experience and backgrounds strengthens our team and our collective ability to make a meaningful difference.

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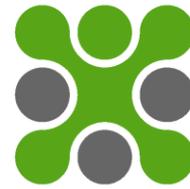
Spark is looking for a mid-level project manager to join the team. This position requires a strong skillset in project management and experience managing complex projects involving many different stakeholders and team members. Although the Project Manager is not a researcher, the role may include data collection and interpretation processes. For this reason, the Project Manager needs to be comfortable learning about and supporting projects with a research focus.

The Project Manager will work closely with Spark team members, clients, community partners, and research participants. This position will include opportunities to facilitate stakeholder and data sharing meetings. We seek applicants who are independent, respectful of others, passionate about their work, accountable, and willing and able to take informed risks and seek innovative solutions.

KEY JOB RESPONSIBILITIES

Mid-level project managers are expected to learn and apply tools associated with systems-level problem solving in applied and evolving settings. This will include emergent learning tools such as Strategic Road Maps and Before and After Action Reviews. (For more information about some of the tools Spark regularly employs, visit <http://sparkpolicy.com/tools/>.) In addition, the candidate must be proficient in at least one of the following:

- Policy analysis;
- Meeting or focus group facilitation; and/or
- Stakeholder interviews and other research tasks under a researcher's guidance.



SPARK POLICY INSTITUTE
igniting public policy and community change

A project manager can expect to simultaneously coordinate multiple short and long-term projects, including project tracking, development of timelines, production of meeting materials, support to the project lead, and other coordination duties. A mid-level project manager can also expect to provide strategic support to project leads, conduct budget and staff projections, and lead their own projects. Additional duties for this position are as follows:

- Manage internal project teams with multiple staff and deadlines;
- Participate in report writing;
- Maintain regular communications with clients and stakeholders;
- Coordinate stakeholder engagement;
- Work effectively in a team environment, accepting and providing feedback, and balancing multiple responsibilities and roles; and
- Participate fully in the Spark team environment, including ongoing strategic planning, wellness programs, and learning opportunities.

QUALIFICATIONS

Minimum Education and Experience

- A relevant undergraduate degree is required; a graduate degree is preferred.
- Over three years of project management experience. Experience must include managing multiple projects with competing deadlines and responsibilities.
- Two+ years of facilitation experience, report writing, policy analysis, or exposure to focus groups, surveys, or other community engagement practices.
- Commitment to making a difference.

Required Knowledge, Skills, and Abilities

- Ability to organize and direct large scale project activities, including establishing work plans and timelines; working closely with clients and external partners; handling multiple and shifting priorities; identifying and solving problems as they arise.
- Ability to develop budgets and to plan, assign, and supervise the work of team members.
- Excellent oral and written communications skills and experience effectively communicating complex information to a wide range of individuals.
- Skill in analytical thinking.
- Interpersonal and leadership skills and strong ability to be a collaborative team member.
- Ability to demonstrate flexibility and adaptability toward changing assignments and changing project needs, as well as anticipating project needs and proactively addressing them.
- Proficient in using a personal computer and various software applications, including Microsoft Office and Google products.

Desired Experience and Knowledge, Skills, and Abilities

- Experience managing at least one project with multiple staff, across multiple years, or in multiple sites.
- Experience working with stakeholders and multi-disciplinary colleagues from diverse cultural backgrounds
- Although not a requirement, the ideal candidate will also be proficient enough in Spanish to engage Spanish-speaking stakeholders.
- Demonstration of grit – the ability to persevere toward an intended result despite the many obstacles that may stand in the way.

COMPENSATION

Spark offers a competitive salary commensurate with skills and experience and a full benefits package including health, dental, life, and disability insurance; retirement plan; paid time off and holidays; wellness programs; and a flexible work schedule. At Spark, we prioritize work-life balance and seek team members who do the same.

Spark employees can work from home occasionally and some travel is required, but the majority of time is expected to be in the Denver office.

Spark is committed to an office culture of inclusivity. All qualified applicants will be afforded equal employment opportunities without discrimination based on race, creed, color, sex, gender identity, veteran status, national origin, sexual orientation, disability or marital status.

TO APPLY

Resumes with cover letters are due no later than 12 PM Monday February 27, 2017 and should be submitted through the career section of the Spark website: <http://sparkpolicy.com/careers.htm>.