

## Sustainability Program Manager – Immediate Opening

### GENERAL POSITION SUMMARY:

The Sustainability Program Manager is a full-time position assigned to help lead the fund development and sustainability activities of the Partnership for 21<sup>st</sup> Century Skills, a leading national non-profit education advocacy organization. This position reports to the National Director and is responsible for various administrative, marketing and project management duties.

### RESPONSIBILITIES:

- Oversee, market and coordinate:
  - **Professional Development Affiliate Program** (an invitation-only program conducted 2 times per year that provides professional development trainers an opportunity to gain deeper knowledge of the Framework for 21<sup>st</sup> Century Learning along with the opportunity for referral business)
  - **Advocates Network** (a network of national education groups, school districts, state partners, and board members with an interest in supporting 21<sup>st</sup> century skills and one another)
  - **Presentations and Workshops** (fee-based workshops and presentations conducted by P21 leadership, staff, board members, and others to give an overview of the organization's mission, vision, resources and call to action)
  - **Foundation Outreach** (assist foundations consultant in seeking support from foundations for the work of the organization and state partners)
  - **Board Membership** (assist with recruiting and retaining board member companies; help to maximize and define value for members)
- Staff the Sustainability Committee meetings;
- Assist with the planning and coordination of board meetings and other events;
- Support the director as needed.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree
- 2-3 years experience in project management
- Marketing/sales/fund raising experience
- Proven record of meeting budget goals (fund raising or sales)
- Experience with training and event coordination
- Excellent writing skills
- Proficient use of technology (Outlook, Excel, Word)

### DESIRED QUALIFICATIONS:

- Knowledge of K-12 education
- Experience in philanthropy field

### MUST BE ABLE TO:

- Develop effective operating procedures/guidelines for new programs;
- Solve problems creatively with limited resources;
- Multi-task without sacrificing quality or accuracy;
- Prioritize and organize effectively;
- Remain flexible in a fast-paced work environment;
- Self-direct and self-motivate;
- Communicate professionally, both written and oral;
- Maintain confidentiality and exhibit mature judgment;
- Travel out of state several times per year;
- Interact well with various levels of staff, board members and other clients.

Company: e-Luminate Group

Web Sites: [www.eluminategroup.com](http://www.eluminategroup.com) / [www.21stcenturyskills.org](http://www.21stcenturyskills.org)

Location: Tucson, AZ/Washington, DC preferred

Available: Start date in mid-September

Pay: DOE, plus benefits

To Apply: Please send cover letter with salary requirements, resume and references to:  
[eschmidt@eluminategroup.com](mailto:eschmidt@eluminategroup.com) by August 1st.