

# Job Description

## Scaling Safety

### Senior Project Manager

#### About the Role

We are seeking dynamic self-starting professionals to serve as the **Senior Project Manager** for our Scaling Safety Initiative, a first-of-its-kind project to build the organizational capacity and programmatic strategy for community-based violence intervention and prevention agencies efforts to reduce violence in their respective communities and serve as a complementary strategy to existing law enforcement efforts.

Spearheaded by the Community-Based Public Safety Collective (CBPSC) and the Alliance for Safety and Justice (ASJ), Scaling Safety aims to support cities across the nation experiencing chronic violence cycles to scale up effective community-based intervention, prevention, and crisis response programs and integrate these strategies with the goal of making public funding for these organizations a permanent investment in community safety. Scaling Safety will focus its strategies across 5 cities: Austin, Texas; Tucson, Arizona; Jackson, Mississippi; Miami, Florida; and Cleveland, Ohio with the goal of reducing violence by 50% over the next 5 years.

#### Responsibilities

Under the supervision of the Scaling Safety Project Director, this position will supervise an eight-member team of project management professionals and Part-Time City Coordinators, to deliver superior Training and Technical Assistance (TTA) grant funded organizations. Responsibilities include but are not limited to:

- Develop, prioritize and direct project management operations
- Participate in the assessment and re-granting of funds to support capacity building and programmatic design for CVI organization

#### Who Are We?

*The Community Based Public Safety Collective is a cadre of experts, building neighborhood leadership to advance public safety.*

*Our mission is to strengthen neighborhood leadership by investing in the education, advocacy, and training of community-based public safety practitioners and organizations.*

*Investing in community based public safety leaders is key in stopping violence and setting the nation on a transformational course toward a shared safety model rooted in systems of care, and healing.*

- Manage the team of project managers (5) across program sites
- Respond to escalated project issues that may impede project delivery and coordinate solutions
- Monitor and analyze project metrics to identify weaknesses or problems and propose operational improvements
- Strategic decision making, leadership, and direction to project managers to implement those decisions
- Facilitate internal and external meetings
- Assist with the development of materials and process for TTA delivery
- Oversee contracting process for project consultants providing SME services to CVI grantees
- Serve as the liaison and point of contact for evaluation consultant for CVI implementation
- Participate on the administration team meetings
- Facilitate national peer exchanges for partner organizations
- Provide monthly reporting on progress in each city

### **Job Requirements**

This position is 100% remote, and will require 35-40 hours per week. Travel is required for retreats, site visits, and in-person training. Job requirements include:

- Excellent time management skills, ability to multitask and prioritize work
- Excellent verbal and written communication skills
- Strong organizational and planning skills
- Proficient in MS Office Suites, Google Suites, Project Management Systems (Monday.com)
- Experience with training and capacity building
- Experience building and managing teams
- Experience drafting budgets
- At least 5 years supervisory experience
- At least 10 years' experience in the field or in a related area
- College degree preferred

### **Skills & Proficiencies**

- Problem solving
- Effective relationship management
- Project Management
- Budgeting
- Project planning and Development Skills
- Scheduling
- Staff Management
- Quality Management
- Process Improvement
- Contract Management
- Resource Management

To Apply

If you would like to apply for this position, please submit a resume to [hr@cbpscollective.org](mailto:hr@cbpscollective.org).

## EOE Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender (including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.