



Triad Bright Futures is seeking a **Project Manager** to coordinate implementation of the Bright Futures Roadmap in Jefferson County. The Project Manager will work closely with partners and Triad Bright Futures Executive Director to keep workgroups on track, manage time and resources, and coordinate shared impact measures in support of the Bright Futures Roadmap vision: *All families in Jefferson, Clear Creek and Gilpin counties have the support they need to promote their child's well-being for sustained success in school and life.*

Organization Overview

A strong public-private partnership of Jefferson County community leaders launched [Jeffco Bright Futures Roadmap](#) in 2019, a county-wide vision of improved outcomes for Jefferson County families with children prenatal to age eight. In 2022, these partners recommitted to the Roadmap and developed Triad Bright Futures to serve as the early childhood local coordinating organization (LCO) for Jefferson, Clear Creek, and Gilpin counties. As LCO, Triad Bright Futures is responsible for delivering a supported plan for providing early childhood and family support programs equitably within the community.

Triad Bright Futures works to implement the [four cornerstones](#) defined in the Bright Futures Roadmap through engagement with community partners and stakeholders. Additionally, Triad Bright Futures coordinates local implementation of the Colorado Universal Preschool Program by supporting providers, growing capacity, and increasing access to a variety of high-quality early care and education options through a mixed-delivery system. Triad Bright Futures serves as a coordinating entity and does not duplicate existing services or disrupt existing community programs including those provided by Triad Early Childhood Council.

Triad Bright Futures is an independent project supported by the [Colorado Statewide Parent Coalition](#) (CSPC) as fiscal sponsor. The Triad Bright Futures Project Manager is an employee of CSPC.

Job Summary and Responsibilities*

This position requires a self-starter who can:

- Promote inclusive decision making and get workgroups into action.
- Support skill-building with partners to activate inclusive family engagement tactics across cornerstones.
- Create spaces where people feel comfortable regardless of their language, income, background, or beliefs.
- Write detailed work plans and timelines, hold partners accountable and manage competing interests with grace and respect.
- Identify who's not at the table and work to get them there.

The Project Manager will:

- Provide ongoing project management to the Bright Futures Roadmap including facilitation of cornerstone workgroup meetings to achieve project and policy advocacy goals. Facilitate collaboration across cornerstones and the local early childhood system. Design project processes, schedules, and tools.
- Develop strong working relationships with stakeholders throughout Jefferson County whose participation and expertise are necessary to successfully advance the vision of the Bright Futures Roadmap. These relationships include community members, county agencies, child care providers, school districts and community-based organizations in Jefferson County.
- Establish shared impact measures for the Roadmap in collaboration with cornerstone partners.
- Together with the Executive Director, identify, assess, and manage project risks.
- Hold cornerstone groups accountable to work plan, while providing meaningful feedback and direction.
- Serve as point person for development of Roadmap policy goals together with cornerstone partners, Executive Director and consultant(s).
- Together with Executive Director and UPK Manager, support Triad Bright Futures partners in building structures that develop leadership skills for community members' engagement and integration into Roadmap activities.
- In collaboration with the Triad Bright Futures team and community partners, develop and implement continuous quality improvement practices to monitor progress, outcomes and impact and adjust Roadmap strategies accordingly.

- Partner closely with the Executive Director and communications team to support marketing, outreach, and training materials relevant to Jefferson County partners.
- Provide clear and dependable community and partner updates.
- Assist in creation of Bright Futures Roadmap project dashboard demonstrating impact of efforts, including community-based participatory practices.
- Assist communications team with public awareness campaigns about the importance of high-quality early care and education and early childhood social emotional development.
- Be a role model for equitable partnership practices and inclusive meeting facilitation.

** Duties and responsibilities may include any combination of the functions listed above. This is not intended to be an exhaustive list but to illustrate likely job elements.*

Required Knowledge and Skills

- Detail-oriented, collaborator and team player with excellent organizational and communication skills.
- Ability to listen and build trust with community members.
- Experience managing complex projects, supporting workgroups and teams, monitoring progress, and compiling reports.
- Experience utilizing community-engaged participatory research or practices.
- Strategic mindset: align detailed work to big picture.
- Bring clarity and solutions: comfortable working through ambiguity.
- Responsible and resourceful: problem-solving skills focused on getting things done by working with resources across the organization and early childhood system.
- Ability to adapt to in-the-moment challenges that can arise during partner convenings.
- A gracious learner, who can give and receive constructive feedback in order to grow professionally within the role and be responsive and accountable to necessary shifts and pivots.
- Strong computer skills: Proficient in Office 365, databases, and Google Workspace. Experience using project management tools. Comfortable working with online Zoom meetings and using backend features to promote participation and engagement.
- Commitment to anti-racism and equity; experience working with people or communities of diverse cultures and backgrounds.

Preferred Education and Experience

- Minimum 3-5 years project management experience within nonprofit, public health, education or human services field.
- Bachelor's degree in public health, social work, early childhood, human services, or related field.
- Grant writing and reporting experience a plus.
- An affinity for a nonprofit, community-based work environment.
- Bilingual English-Spanish or other foreign language skills preferred.

Job Details

Reports to: Executive Director

Full/Part Time Status: Full-time

Location: Remote

Some weekend and evening meetings are required.

Travel Requirements: Local travel in Jefferson County required.

Compensation and Benefits

The expected salary range for this position is between \$70,000 to \$73,000, commensurate with experience. CSPC offers a competitive benefits package including medical, vision and dental insurance with employer contributions up to \$700 per month, unlimited PTO, 403(b) and 401(k) retirement plans with employer match up to 3%, ongoing professional development opportunities, child care stipend, technology and home office reimbursement, computer and cell phone benefits.

Equal Opportunity

We are dedicated to equal employment opportunities, and we are committed to building and retaining a diverse team. CSPC is an equal opportunity employer committed to a diverse work environment. People of color, people with disabilities, people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

Values

CSPC and Triad Bright Futures believe strongly in building a workplace that provides everyone the opportunity to reach their full potential and thrive as both workers and people. To help achieve that goal, CSPC seeks to build a culture where:

- our team members have a sense of **belonging** by feeling physically, emotionally and psychologically safe and respected;
- the inherent **dignity** of each person is upheld and celebrated; and
- our policies and programs are rooted in **justice** by being restorative in nature and practice, and centered in community; and
- a place where everyone can practice **bravery** in the face of fear, experiment, take risks, and learn from mistakes.

Diversity and Inclusion Policy

Belonging, dignity, justice, and bravery also mean centering the voices and experiences of marginalized people and we encourage all qualified candidates to apply and individuals to participate in our programs, including: women; Black, Indigenous, and people of color; immigrants and refugees; folks who are trans or nonbinary; people who are queer, lesbian, gay, or bisexual; Autistic and neurodivergent people; folks with visible or invisible disabilities; anyone from another historically marginalized group or anyone at the intersection of these groups. This policy does not preclude the Title VII protected classes.

To Apply

Interested applicants should email a single PDF file to Triad Bright Futures Executive Director Jennifer Anton (jennifer@triadbrightfutures.org) with the subject line "Triad Bright Futures Project Manager." Please include:

1. Cover letter to explain why you want the job and what makes you well-suited for the role
2. Resume
3. List of 3 references with contact information

These statements are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Colorado Statewide Parent Coalition. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.