**Title:** Project Director  
**Reports to:** Director of Programs  
**Summary:** Under the supervision of the Director of Programs, the Project Director has the primary responsibility for directing projects with particular emphasis on overall project management; content creation; data collection and reporting; and other responsibilities, as needed.  
**Position Status:** Full time with benefits; FLSA Exempt  
**Salary:** $64,710 - $86,300, commensurate with experience  
**Work Location:** This is a remote position with responsibilities located primarily in a remote home office.  

**RESPONSIBILITIES AND DUTIES**

**Project Management:**

- Provides oversight of project activities, work plan, and timeline, in collaboration with the principal investigator (when applicable).  
- Represents the project during regularly scheduled FV project and project-wide meetings.  
- Leads the preparation and submission of all project reports, bimonthly staff reports to the board, and other reports as needed.  
- In collaboration with the principal investigator, designs and implements project staff supervision system.  
- Oversees tracking and reporting of project activities and progress in the Family Voices database.  
- Sets up a regular meeting schedule with all external partners.  
- Monitors and assesses the progress of grant-funded activities, assuring consistency with all requirements of the primary funder.  
- Participates in building ongoing productive collaborative relationships with project partners, consultants, and other collaborators.  
- Manages timely completion of assigned tasks in work plans necessary to successfully produce project deliverables.  
- Ensures that project files are organized and stored in the designated shared location following standard conventions.
Project Management (fiscal/administrative related):

- **Manages project budget:**
  - Review and approve stipends, contract invoices, and other project expenses.
  - Review monthly project expenses for accuracy and allowability.
  - Recommend staffing updates during monthly programmatic staffing meetings.
  - Identify and initiate budget adjustment/amendment requests.
  - Provide supplemental information for project invoices as requested.

- **Manages project partners and contractors:**
  - Collaborate with the finance team to create/renew contracts during the initial project setup.
  - Track and follow up on outstanding partner invoices submission to ensure timely submission and payment.
  - Monitor and manage performance on partner/contractor scopes of work.

- **Collaborate with the Director of Programs and Finance team on proposal development to:**
  - Develop scopes of work, work plans, project narratives, and other project planning materials
  - Identify and estimate project staffing needs.
  - Identify and calculate contractual amounts (stipends, sub-awards, contracts, etc.)
  - Identify and calculate travel needs.
  - Identify and calculate non-personnel costs.
  - Develop other programmatic materials as required for funding opportunities.
  - Develop descriptions for all project-related expenses on budget narratives.

Communications:

- Create reports, presentations, and social media content about projects, with collaboration and direction from Program and Communications Manager
- Develop multimodal materials for families, providers, and partners, with collaboration and direction from Program and Communications Manager
- Maintain communication with funders, partners, external audiences, and the Family Voices Board of Directors and staff about project goals, progress, and impact.
- Adhere to internal and external communication guidelines for sharing information and maintain the confidentiality of proprietary and unpublicized organizational information and data.

Data Collection and Reporting:

- Sets up and maintain project information records for assigned projects in the Family Voices database.
- In collaboration with an internal and/or external evaluation team and the Family Voices database specialist, co-develop a data collection plan that facilitates the collection of project activity data from external partners and internal Family Voices staff.
- Oversees and coordinates project data collection efforts to ensure requirements for project evaluation and Family Voices data tracking are met.
- Ensures that all project activities and participants are accurately entered into the database.

Other responsibilities (as needed):

- Under supervision, the individual will engage in other tasks that support the overall quality of the project as they relate to Family Voices’ mission.
REQUIREMENTS

• Minimum of two years of project management experience, preferably at the state or national level.
• Proven experience in designing, implementing, and launching broadscale multimedia and/or public service communications.
• Team-oriented working style with strong attention to collaborative approaches to completing activities and achieving project goals.
• Written and oral communication skills with attention to correctness and accuracy.
• Ability to be flexible, proactive, resourceful, and efficient with a high level of professionalism.
• Highly organized and detail oriented.
• Skills and experience in the effective use of technology to get high-quality work done efficiently as well as willingness to learn new technologies.
• Experience using various social media platforms.
• Familiarity with data collection and analysis tools.
• Experience in data collection, analysis, and data presentations.
• Demonstrated willingness and ability to work independently in a remote work setting, as part of a national team.
• Minimum of 5-10 years of related experience, or a 4-year degree and 2 years of related experience.
• Preference will be given to multilingual applicants and those with lived experience as a caregiver of children with special health care needs.

Family Voices provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, national origin, religion, age, sex (including pregnancy, gender identity, or sexual orientation), parental status, disability status, genetic information (including family medical history), military service, political affiliation, or other non-merit-based factors.

These protections apply to all management practices and decisions, including recruitment and hiring, promotions and training, and career development programs. Consistent with these obligations, Family Voices also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.