

Mariner Community Campus Project Lead

JOB TITLE: Mariner Community Campus Project Lead

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Strategic Services

APPROVED DATE: 07/2021

REVISED DATE: 10/2021

Job Summary

The Project Lead, with support from members of the Mariner Community Campus team, will lead all aspects of partner and community engagement, fund development, communications, and overall pre-construction project management and provide project management, day-to-day support and facilitation of the Mariner Community Campus Project.

This key member of the Mariner Community Campus team will be responsible for planning, organizing, and directing the completion of the project while ensuring the project is delivered on time, on budget, and within the scope. They will provide internal and external continuity as the project moves through various phases of development and provide for inclusion and equity in project planning and execution.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Relationship Building

1. Guide the engagement strategy for the collaborative convening group and the work of the institutional partners.
2. Cultivate relationships and partnerships to broaden the project's community engagement and address community needs and interests.
3. Build partner and government agency relations to meet the needs of the project.

Communications

1. Develop project communications and messaging. Serve as the project's primary advocate and spokesperson in the local and regional community to increase awareness.
2. Content creation for stakeholder communications: Maintain project website and lead all internal and external messaging.
3. Presentation and public speaking: Prepare and deliver project updates to stakeholders, including elected officials, schools, and community forums.
4. Develop content, prepare and brief the Executive Director for all appropriate communications.
5. Event Coordination: In partnership with community stakeholders, coordinate the planning and delivery of community events.
6. Communication with all audiences, in all channels – internal, external, partners, community, customers, formal, presentations, and web site.

Fund development

1. Research and develop funding strategies; Identify funding sources and prepare grant applications, either independently or in cooperation with other Library staff, that meet the project and Library District goals.
2. Leverage project funding; develop partnership agreements, grant applications, and grant management.

Additional Duties and Responsibilities

1. Coordinate the development, communication, successful implementation, and management of a project to deliver a Mariner Community Campus.
2. Vendor and consultant recruitment, selection, and management.
3. Exercise proper financial control over budgetary expenditures.

Knowledge, Skills, and Abilities

1. Knowledge of fundraising strategies and procedures.

2. Knowledge of contract language and provisions.
3. Knowledge of principles of supervision of the work of others.
4. General knowledge of public library services, and public library operation and administration.
5. Ability to balance multiple competing priorities, including fund development, project management, and communications.
6. Ability to provide strong leadership and develop strong partnerships and relationships within the Mariner Community and South Snohomish County.
7. Ability to speak a language other than English fluently. Spanish, Russian, or Vietnamese fluency highly desirable.
8. Demonstrated commitment to inclusive and equitable development.
9. Ability to effectively present information to a diverse audiences, such as a group of employees, consultants, and vendors.
10. Ability to meet deadlines in a fast-paced, multiple project environment and to adapt to new priorities as they arise while staying true to the project vision.
11. Strong organization, attention to detail, and problem-solving skills.
12. Ability to write and communicate effectively.
13. Ability to work cooperatively and maintain effective interpersonal skills with the public, city staff, local government officials, contractors, vendors and co-workers in all levels of the organization.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Equivalent of any combination of experience and training that demonstrates the ability to successfully perform the duties of the position.
2. Two years of experience in project management or equivalent combination of training and involvement in one or more similar projects.
3. Language, cultural, or community experience within the Mariner community highly desirable.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to operate personal computers and office equipment. An incumbent may occasionally move objects such as boxes and building materials.

There is frequent interpersonal contact with city staff, contractors/vendors and coworkers. These contacts and situations are deemed to be generally safe and free of undue stress, and require the incumbent to be cordial and helpful in working with others.

An incumbent is expected to occasionally travel to various locations. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel. In order to accommodate operational needs, the incumbent may be required to work varying hours and days.