



PROJECT MANAGER

REACH

Ideas + Action for a Thriving Central Coast

ABOUT REACH

REACH is the economic impact organization that puts ideas into action across industry sectors, county lines and political aisles, advancing a mission to increase economic prosperity on the Central Coast through big thinking, bold action and regional collaboration.

OUR VISION

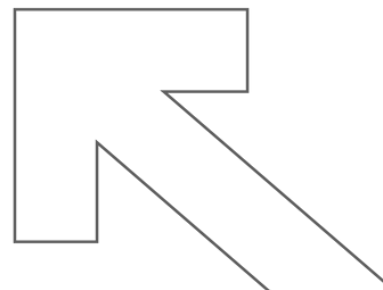
As a private sector-led 501c(3) organization that works in partnership with government, education, and nonprofits across San Luis Obispo and Santa Barbara Counties, REACH strives to ensure the Central Coast of California will be a place where current and future generations have the opportunity to thrive.

OUR WORK

With an ambitious goal to create 15,000 new good-paying jobs by 2030, REACH has launched long-term initiatives to develop world-class opportunities in the future of renewable energy and commercial space launch as well as long-range planning to build infrastructure for economic growth and invest in our workforce. REACH fosters regional connectivity and collaboration as a cornerstone of economic development, supporting business attraction, retention and expansion by leveraging a network of partners to achieve upward mobility, generate wealth, and improve the economic prosperity for all in our region.

OUR CULTURE

Established in 2019, REACH is a dynamic, early-stage organization of team players who jump in and work together to ensure overall success no matter the task. We flex to tackle emerging needs and opportunities, run toward challenges and cheer each other to the finish line.



OVERVIEW

We are looking for a smart, get-things-done Project Manager to oversee multiple complex economic development projects with many stakeholders. This position allows for a mix of remote work and time in the office collaborating with the team.

The Project Manager works closely with all members of the team as well as community stakeholders. This individual will support initiatives in areas such as crafting regional economic development strategies, supporting growth of target industries, enhancing workforce and education pathways, scoping infrastructure and investment opportunities, and related topics. Expectations include both mapping out the big picture outcome and goals of multiple projects with tight timelines as well as ensuring the details stay on track. Details may include supporting logistics and planning for stakeholder meetings and events, tracking projects, tasks, milestones and calendars; drafting content and deliverables for projects, and various other written communications.

Ultimately, you will be a key member of the REACH team, contributing to the efficiency and influence of our organization by ensuring our projects are on track and on budget, with wide stakeholder buy-in. REACH is a small cross-functional team, and this position requires an enthusiasm for learning and working effectively across a broad variety of tasks. To be successful, you should be a strategic thinker, appreciate the need for a consensus-oriented approach to community economic development, be well-organized, have great time management skills, excellent follow-through, be able to multitask, and be able to act without guidance. Experience with government grants and grant writing is a plus.

Status

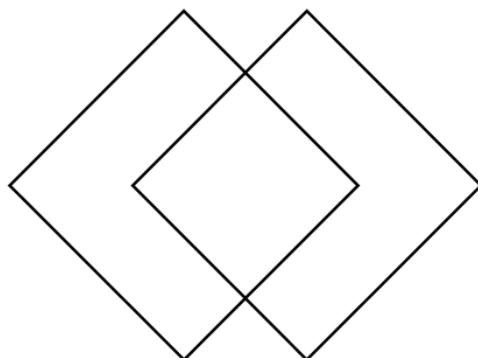
Full-Time
Non-Exempt

Compensation

TBD depending on
experience

CORE RESPONSIBILITIES

- Strategize with the team on how to achieve our goals and outcomes in our REACH 2030 plan through our projects and initiatives
- Collaborate with the team and community stakeholders to accomplish economic development projects, including coordinating tasks, scheduling meetings, managing group functions, and ensuring appropriate follow-up
- Provide excellent customer service with the organization's stakeholders by responding promptly via email, phone, etc. as appropriate
- Support event and meeting planning and logistics as many of our projects involve convening stakeholder engagement meetings
- Manage information flow in a timely and accurate manner
- Keep project tracking and CRM tools up to date with relevant content, milestones, and contact information
- Meeting management including preparing agendas, presentations, reports, taking notes, distributing action items and tracking their progress, as well as arranging meetings and materials
- Research and gather data from various sources and databases



QUALIFICATIONS

The ideal candidate would have some or all of the following education and work experience:

- Bachelor's or Master's degree in public policy, urban planning, or community development or equivalent combination of education and work experience.
- Work experience in supporting complex projects and initiatives, engaging with stakeholders, and/or coordinating events, such as in a Program Manager, Project Manager, Operations Manager or similar role.
- Background and/or work experience in related project areas such as planning and public policy.
- Experience with the process of government grants and grant writing.
- Experience working with a variety of organizations and individuals across government, private, non-profit, and education sectors.
- Proficiency in the following tech platforms: Slack, Microsoft Office Suite, Zoom, Basecamp, CRM experience is ideal.
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Discretion and confidentiality.

REACH is an equal opportunity employer and does not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

To be considered, please submit a resume and cover letter to careers@reachcentralcoast.org