E3 Alliance Project Manager
Austin Community College

Job Title	E3 Alliance Project Manager
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	Feb. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6009874
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Job Description	

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E3 Alliance Project Manager

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
E3 Alliance Project Manager

Job Description Summary:
The Project Manager will be responsible for planning, executing, and overseeing projects that involve managing cross-functional departments and technology platforms, including Constituent Relationship Management (CRM) systems. The ideal candidate will have a strong technical aptitude, leadership skills, and a proven track record of successfully delivering projects on time and within budget.

Job Description:

To be considered for this position applicantsmust complete both**of the following steps:**

- Submit an ACC application, includes uploading your resume and cover letter

- Complete the E3 Alliance Employment Questionnaire: E3 Alliance Employment Questionnaire
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Duties and Responsibilities:

- Plan, coordinate, and execute projects from initiation to closure, ensuring all deliverables meet quality standards and project goals.

- Support diverse departments in collaborative work, including research, communications, development, community and school engagement staff.

- Oversee the implementation, optimization, and maintenance of CRM systems, ensuring they align with organizational objectives.

- Develop detailed project plans, including timelines, budgets, resource allocation, and risk assessments.

- Communicate effectively with stakeholders at all levels to provide updates and ensure alignment.

- Analyze and solve complex challenges involving both human and technological components.

- Foster a collaborative and high-performing team culture.

- Utilize project management tools and methodologies to ensure efficiency and transparency.

- Train E3 Alliance staff on selected project management tools and methodologies as necessary.

- Track project performance and provide detailed reports on milestones, metrics, and outcomes.

Data-Driven Impact

- Drive information across the organization so that project execution and organizational performance are effective and efficient

- Utilize research and best practices in the operations and nonprofit arenas for the benefit of E3.

- Analyze and improve E3 operations systems that rely on effective processes and communication.

- Provide evidence-based recommendations for employees to optimize operations and culture of E3.

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Austin Community College

Transforming Systems

- Support and guide staff to utilize new technology systems and management skills to transform social systems.

- Create procedures and processes that will positively support E3's cohort model.

Ambassador & Thought Leadership

- Influence staff and external partners to adopt and use systems put in place for the organization and the cohort model.

- Serve as a professional resource to staff to help solve issues in line with stated E3 objectives and procedures.

Leadership

- Nurture E3 culture by modeling values, supporting all staff in meeting the E3 mission productively and positively.

Education and Experience

- Bachelor's degree in business, information technology, or a related field or bachelor's with equivalent experience in the field of operations and project management.

- 5+ years of project management experience.

Required Specific Skills

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- Proven ability to manage multidisciplinary departments and deliver complex projects on time and within scope.

- Exceptional communication, leadership, and interpersonal skills.

- Proficiency in project management tools.

- Analytical mindset with a strong focus on problem-solving and process improvement.

Preferred Qualifications

- Three years experience with CRM systems or similar technology.

- Project Management Professional (PMP) certification or equivalent is highly desirable.

What We Offer:

- Competitive non-profit salary and benefits package.

- Opportunities for professional growth and development.

- A supportive, innovative, and collaborative work environment.

- Flexible work arrangements, including hybrid work options.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: $75,000 - $82,000

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- Salary based on experience and expertise

- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits

- E3 Alliance is unable to support candidates who require sponsorship to work in the United States

- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

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Number of Openings:
1

Job Posting Close Date:
February 28, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be

required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Project-Manager_R-7293

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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