



## Job Description

# Youth Development Project Manager/Associate Project Manager

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## THE OPPORTUNITY

FirstPic, Inc. is a dynamic consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs, Sea Research Foundation, Cal Ripken Sr. Foundation and many others. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The Youth Development Project Manager/Associate Project Manager position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development programs, working directly with youth program providers and gaining experience in managing federal funding. Located in Gambrills, MD, FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need. By partnering with government organizations and non-profits, FirstPic, Inc. strives to ensure that kids in need across the country are provided with the best opportunities and have access to adults and mentors who truly care about their communities and their future. The Youth Development Manager will have the opportunity to support Youth Development clients consisting of local, national and international youth serving non-profits. Focus is on communicating with clients; tracking and reviewing client reports and ensuring timely completion of grant requirements.

## RESPONSIBILITIES INCLUDE:

- Managing project teams, especially concerning newsletter, proposal and other materials development.
- Primary point of communication with the stakeholder
- Developing project plans including timelines for grant proposal development
- Defining project objectives and overseeing quality control of all written content
- Building upon current client partnerships
- Seeking new funding and resource opportunities.
- Accountable for the project's success
- Organize, manage and implement trainings conducted by FirstPic staff for client activities

- Understanding clients' requirements, addressing their changing needs and managing the dynamics of those changes
- Identifying and resolving project issues
- Ensuring timely development and submission of all monthly and annual reports
- Identifying potential problems and encourages suggestions to improve the overall performance of the project for customer satisfaction
- Overseeing all outreach activities either by phone or email that are required by project plans or that will improve the quality of services provided by FirstPic
- Must be able to work with minimal supervision and manage multiple tasks simultaneously.
- Requires solid problem solving skills; flexibility, excellent interpersonal skills.
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Travel required

## REQUIRED SKILLS:

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment.
- Take initiative and maintaining a team-orientated approach to work
- Establish and maintain effective relationship with client and youth development practitioners
- Demonstrate high degree of flexibility and adaptability
- Display enthusiasm and commitment, maintain a positive "can-do" attitude
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members.
- Spend his/her time and the time of others on work that is most critical and relevant to FirstPic, Inc. clients; able to quickly identify most important and pressing tasks, can quickly sense factors that will either help or hinder goal accomplishment; eliminates roadblocks; creates and sustains focus.
- Exhibit excellent interpersonal skills and ability to effectively work with a diverse array of stakeholders both within and outside the United States

## ADDITIONAL INFORMATION:

- Bachelors degree required, Masters Degree preferred
- 5-7 years work experience including federal grant compliance, personnel management and youth development work
- Salary in the \$50s
- Benefits include paid leave, health insurance, 401K and Life Insurance

## NEXT STEPS

- Please submit a resume and cover letter (with salary requirements) to [recruitment@firstpic.org](mailto:recruitment@firstpic.org). Please include the job title in the subject line of the email. PDF format preferred.