



Job Title: Project Manager

Organization: EarlyJ

Reports to: Founding President & Executive Director

Location: Bay Area, California

About EarlyJ:

EarlyJ supports philanthropic Jewish early childhood education (ECE) preschools in the Bay Area. Our mission is to strengthen the quality and accessibility of Jewish ECE programs, fostering a vibrant and nurturing educational environment for young children and their families.

Position Overview:

EarlyJ is seeking a dynamic and proactive Project Manager to join our team. The Project Manager will play a pivotal role in advancing our organization's mission by overseeing various projects, initiatives, and grants aimed at enhancing Jewish ECE programs. The ideal candidate will possess a strong ability to think outside the box, demonstrate initiative in tackling tasks, excel in written communication, and have experience in nonprofit project management and grant administration. Additionally, the Project Manager should have a passion for early childhood education, ideal within the Jewish community.

The position will include all or some of the following responsibilities with the understanding that the job is flexible and responsibilities may change as needed.

Key Responsibilities:

Project Oversight: Lead and manage multiple projects and initiatives aimed at enhancing Jewish ECE programs, from conception to completion.

Communication: Communicate regularly with internal and external stakeholders through written and verbal channels. Produce high-quality written materials, including grant proposals, reports, and marketing materials, to effectively convey EarlyJ's mission and impact.

Grant Management: Research, identify, and secure grant opportunities to support EarlyJ's mission and programs. Manage the grant application process, including proposal writing, budget development, and reporting requirements. Help preschools to secure grants.

Community Engagement: Cultivate and maintain relationships with stakeholders in the early childhood education and Jewish communities. Collaborate with partners and volunteers to advance EarlyJ's goals and initiatives.

Program Evaluation: Develop and implement systems for monitoring and evaluating the effectiveness of the programs and initiatives. Utilize data to inform decision-making and drive continuous improvement.

Resource Allocation: Manage new project budgets, resources, and timelines effectively to ensure successful project delivery within budgetary constraints.

Additional Responsibilities:

Be an integral part of the Program Team, assisting with finance team tasks and contributing to special projects as needed.

Conduct grant monitoring activities, working with internal and external partners on formal grantee/program evaluation as applicable. Gather required due diligence materials and review grant applications.

Analyze grant requests based on program feasibility, budget sufficiency, organizational capacity, and alignment with EarlyJ goals, priorities, and strategies.

Conduct regular check-ins and site visits, attend relevant grantee events.

Oversee and review content for EarlyJ's social media, website, newsletter priorities, and annual report.

Participate in weekly meetings and attend educational sessions relevant to general community initiative areas.

Attend regular events and celebrations hosted by grantees that showcase the organization's work.

Participate in conferences, workshops, classes, and other professional development opportunities to remain current on issues and philanthropic best practices.

Qualifications:

Bachelor's degree in a relevant field (e.g., nonprofit management, early childhood education, social work).

3+ years of experience in project management, preferably in the nonprofit sector.

Proven ability to think creatively, problem-solve, and take initiative in tackling tasks.

Strong written communication skills, with the ability to produce clear, compelling, and persuasive written materials.

Experience in grant writing is a plus, grant management, and fundraising for nonprofit organizations.

Knowledge of early childhood education, particularly within the Jewish community, is highly desirable.

Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.

Highly organized, detail-oriented, and able to manage multiple priorities effectively.

Application Instructions:

To apply for the position of Project Manager at EarlyJ, please email a resume and cover letter as a PDF attachment to Maayan Sorek, msorek@earlyj.org with the subject line "Project Manager Application - [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.

EarlyJ is an equal opportunity employer and values diversity in the workplace. We encourage individuals of all backgrounds to apply.

Benefits and Compensation:

EarlyJ offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time and exempt.

Salary range: \$80,000-\$100,000

Benefits: *Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.*

Hiring Statement:

EarlyJ is a project of Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Hopewell is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Hopewell's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-Verify:

Hopewell participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.