



## Request for Qualifications: Project Manager

The Seattle Chapter Black Panther Party (SCBPP) Legacy Committee seeks to contract a Project Manager (PM) to support the early stages of establishing the SCBPP Research Center & Museum, a project envisioned to continue the legacy of the SCBPP and other grassroots resistance movements.

The Project Manager will support and drive key operational activities for the SCBPP Legacy Committee, providing strategic guidance with organizational development and cohesion to SCBPP Research Center & Museum project planning. The primary contract deliverable is a comprehensive outline and action plan that plots the organizational work required to establish the SCBPP Research Center & Museum. This is an excellent opportunity to be involved in

high-profile and significant projects with potential for additional contract work.

<b>Budget:</b>	\$20,000-\$25,000
<b>Timeline:</b>	Target contract start date June 2022 with completion by November 2022
<b>Apply:</b>	Email Cover Letter that briefly outlines your qualifications and your Resume to: <a href="mailto:SCBPP50@gmail.com">SCBPP50@gmail.com</a>
<b>Deadline:</b>	Open Until Filled
<b>Interviews:</b>	Interviews via <b>ZOOM</b> with the SCBPP Steering Committee Hiring Panel.

<b>Contract Goals:</b>	<ul style="list-style-type: none"> <li>• Create a comprehensive plan for developing the SCBPP Research Center &amp; Museum from inception to future daily operation.</li> <li>• Identify opportunities and approaches to deepen organizational capacity that includes role definition and potential trainings for committee members.</li> </ul>
------------------------	---

### Scope of Work:

The Project Manager will work directly with the project's Steering Committee and facilitate co-creation of a plan that includes objectives, goals, strategies, timelines, a draft budget, and a comprehensive narrative for the SCBPP Research Center & Museum project. This document will outline actionable steps and will guide future project phases with consideration of local, state, and federal policy/requirement compliance.

The PM will also maintain overall project monitoring and support finalizing foundational processes for committee work. Activity will include:

- Auditing project development efforts and outcomes, committee member roles and assignments, and establishing a system to track team activity and project progress.
- Creating frameworks, procedures, and templates that support the optimal effectiveness of relevant stakeholder collaboration within the project's management.
- Identifying potential bottlenecks, critical issues, or concerns that might impede progress, and recommending solutions.
- Managing communications/distribution of information to multiple stakeholders and leadership across various stakeholders including emails, meetings, and reports.
- Identifying short term and long-term capacity-building needs for stakeholders.

## **Key Skills Required:**

This project requires a PM with a proven track record managing work autonomously and effectively facilitating collaborative decision-making teams with various levels of stakeholders.

A competitive candidate will be highly organized, self-motivated, a strategic thinker, and a resourceful problem-solver with:

- Experience facilitating community-based non-profit organizational development work.
- Strong written and verbal communication skills and high proficiency in the areas of research, reporting/presenting, and budgeting.
- Excellent people management and community engagement skills.
- Advanced Microsoft Office / Google Suite and other Project Management tools.

Candidate must possess at least a bachelor's degree or clearly relatable experience.

## **Preferred Skills:**

PMI Certifications: PfMP® (Portfolio Management Professional)/ PgMP® (Program Management Professional)/ PMP® (Project Management Professional) or equivalent experience (such as 2 years managing a complex community development project).

Ideal applicants are knowledgeable about liberation through historic and current resistance movements, have a solid racial justice analysis, and a connection to community organizing efforts.

## **Evaluation Criteria:**

- Previous experience with project/program management
- Previous experience with non-profit organizational development
- Experience with managing large-scale or multiple simultaneous projects
- Familiarity with capital development projects

## **Selection:**

- Send your resume and a 1-2 page cover letter that provides insight into why you are interested in this position, what experience makes you a strong candidate, how you would successfully accomplish contract goals, and other relevant information about your knowledge and skillset to: [SCBPP50@gmail.com](mailto:SCBPP50@gmail.com)
- Submissions will be screened by SCBPP Steering Committee members.
- Strong candidates will be invited to interview with the hiring panel via **ZOOM**.
- Target contract start date June 2022.