



PROJECT MANAGER

Overview & Position Description

BACKGROUND

[High Tech High Graduate School of Education](#) (HTH GSE) launched in 2007 to activate a global network of change leaders disrupting the status quo through transformative learning. In Fall 2025, in collaboration with our partners at [Improvement Collective](#), the HTH GSE launched the [National Coalition for Improvement in Education](#) (NCIE), whose mission is to champion and amplify the use of improvement methods to transform systems so all young people learn and thrive, especially those furthest from opportunity. We're looking for someone who shares our commitment to always push for better, build authentic relationships, and work across lines of difference to create lasting system change.

PROJECT MANAGER ROLE

We're hiring a full-time Project Manager to serve as the operational backbone of two NCIE project teams: the RAISE (Raising Attendance & Improving Student Engagement) Network, focused on reducing chronic absenteeism across California, and the National Attendance and Engagement Meta Network, a national network doing the same work across the country.

This person keeps complex, multi-stakeholder work on-track — managing logistics, systems, and processes while building the relationships and communication rhythms that hold a team together. The right person thrives in detail-oriented, fast-moving environments, takes initiative on operational challenges, and builds systems that make the whole team more effective. They'll also contribute to the GSE operations team, supporting the organization's move toward more standardized, sustainable processes.

RESPONSIBILITIES

Project Management & Communications

- Co-develop and maintain timelines, plans, and resources with project leads and teams
- Track tasks, milestones, and deadlines across workstreams; monitor progress and proactively flag risks or delays
- Prepare agendas and materials for team meetings and routines; facilitate or co-facilitate as needed
- Support grant reporting management and deliverables alongside the center director or project lead
- Coordinate scheduling across internal and external stakeholders, including shared calendars and meeting logistics

- Manage communication flow within and across teams and with external stakeholders, including composing and editing clear written and verbal communications

Event Planning & Logistics

- Lead end-to-end logistics for large-scale convenings and learning sessions in partnership with GSE events managers, including attendee registration and travel support, venue coordination (room blocks, catering, floor plans, AV), on-site setup (badges, table assignments, supplies), and vendor relationships

Budget & Financial Operations

- Maintain budget tracking tools, monitoring expenses against allocations and supporting year-over-year planning
- Manage consultant and vendor contracts: agreement prep, execution tracking, and invoice processing with finance staff
- Support partner and member invoicing, ensuring accurate billing details and on-schedule delivery

Systems & Process Improvement

- Identify opportunities to streamline processes; build and maintain practical tools and systems that help the team track progress and work efficiently
- Manage data collection and upload processes across partner districts and internal teams; track completion, follow up on gaps, and troubleshoot with the data lead

KNOWLEDGE, SKILLS & EXPERIENCE

- 3+ years of project management or operations coordination experience, ideally in nonprofit, education, or a mission-driven environment; multi-stakeholder network experience is a plus
- Strong organizational skills — excellent at meeting deadlines, managing detail, and taking projects from concept to completion, while staying flexible under competing demands
- Works independently while staying collaborative — proposes creative solutions and moves work forward without needing much guidance, while consulting others along the way
- Strong relationship management and communication skills across lines of difference; welcomes differing viewpoints and sits with discomfort when people express themselves in ways that aren't familiar to them
- Experience with event logistics, including travel coordination and vendor management, strongly preferred
- Strong systems-builder: designs, documents, and maintains processes and tracking tools that help a team run efficiently
- Comfort with financial tracking and budget management; familiarity with invoicing and contracts is a plus
- Proficiency with tools like Airtable, Google Workspace, Mailchimp, or Smartsheet; quick to learn new technology

- Familiarity with systems thinking and quality improvement approaches, including using data for improvement, is desired
- PMP certification preferred

LOGISTICS

Full-time position with competitive salary and benefits (medical, dental, retirement with 10% employer contribution). Salary range \$85,000–\$95,000. GSE employees are on 210-day contracts with scheduled breaks (Thanksgiving, winter, spring, summer) similar to an academic calendar.

Start date: September 14, 2026 (sooner possible)

Location: San Diego preferred for hybrid role; remote considered with some required travel (California preferred)

Reporting: Reports to project leads for assigned strands of work, supported by our Director of Operations Betty Hua

HIRING PROCESS

Phase 1 — Submission by August 3: Send a cover letter and resume to Betty Hua at bhua@hthgse.edu by August 3rd. Please specify the role you're applying for.

Phase 2 — Initial Interviews (August 14 & 17): Selected candidates will be contacted in the first two weeks of August to schedule.

Phase 3 — Performance Task & Final Interviews (August 26–27): Final candidates will be asked to complete a performance task ahead of a second interview with institutional leadership and stakeholders. Selected candidates will be contacted by August 18th.