



## Request for Proposals: Project Manager

The Seattle Chapter Black Panther Party (SCBPP) Steering 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 Steering Committee, providing strategic guidance with organizational development and cohesion to SCBPP Research Center & Museum project planning. Contract deliverables include creating a comprehensive project outline/action plan and facilitating the organizational incorporation process.

This is an excellent opportunity to be involved in high-profile and significant projects with potential for additional contract work.

<b>Budget:</b>	\$10,000-\$15,000
<b>Timeline:</b>	Contract to start as soon as May 2022 with completion by September 2022
<b>Apply:</b>	Email Letter/Proposal and Resume/Qualifications to: <a href="mailto:SCBPP50@gmail.com">SCBPP50@gmail.com</a>
<b>Deadline:</b>	<b>April 14, 2022, by 8:00PM (PST)</b>
<b>Interviews:</b>	Interviews will be held on <b>April 20 and April 22, 2022, 2:30 – 6:30 (PST)</b> ; virtually <b>on ZOOM</b> with the SCBPP Steering Committee Hiring Panel.

<b>Contract Goals:</b>	<ul style="list-style-type: none"> <li>• Outline a comprehensive action plan to create the SCBPP Research Center &amp; Museum from inception to future daily operation.</li> <li>• Identify opportunities and approaches to deepen organizational capacity; formalize infrastructure and file non-profit incorporation paperwork.</li> </ul>
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### Scope of Work:

Project Manager will outline an overall project plan that includes objectives, goals, timeline, draft budget and a comprehensive narrative from project inception to the full realization of SCBPP Research Center & Museum. This document will include action plans to guide future project phases with consideration of local, state, and federal policy/requirement compliance.

The PM will facilitate finalizing key steps to establish foundational processes for the project and with overall project monitoring and implementation. Activity will include:

- Working directly with the Steering Committee to consolidate initial project development efforts, refine timeline with milestone goals, strategically set objectives, and track team activity/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, concerns that are and/or may impede achieving results in planned budget, resources, and timelines; recommending solutions.
- Managing communications/distribution of information to multiple stakeholders and leadership across various stakeholders including emails, meetings, and reports.
- Leading the research, development, and filing of paperwork required for non-profit incorporation.
- Design standards for finding, engaging, and onboarding a board of directors.
- Identify short term and long-term capacity-building needs for organization 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 self-motivated, driven, a highly organized strategic thinker, and resourceful problem-solver with:

- Experience with or strong understanding of real estate development projects
- Experience with community-based non-profit organizational development work
- Experience leading an organization's non-profit incorporation process
- Executive-level administrative skills including budgeting, research, reporting/presenting, written and verbal communication, and people management.
- Advanced Microsoft Office / Google Suite and other Project Management tools

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

PMI Certifications preferred: 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 management
- Previous experience with non-profit incorporation and organizational development
- Experience with managing large-scale or simultaneous projects
- Familiarity with capital development projects

### **Selection:**

- Attach your resume to a 1-2 page cover letter/proposal that provides insight into why you are interested in this position, what experience makes you a strong candidate, how you would approach successfully accomplishing contract goals, and other relevant information about your knowledge and skillset.
- Proposals due **April 14, 2022, by 8:00PM (PST)**.
- **Email to: SCBPP50@gmail.com**
- Proposal submissions will be screened by SCBPP Steering Committee members.
- Top candidates will be invited to interview with the hiring panel on **April 20 and April 22, 2022, 2:30 – 6:30 (PST); virtually on ZOOM.**