



MANAGER OF COMMUNITY PARTNERSHIPS (MCP)

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

Location: Aerospace Joint Apprenticeship Committee (AJAC) | 6770 E. Marginal Way S, Bldg. A-106, Seattle, WA 98108

Position Type: Full-Time

Salary: DOE, plus an industry leading competitive compensation package including: employer-contributed 401k, medical, dental, vision, sick and vacation leave, and long/short term disability.

Supervisor: Deputy Director

Application Deadline: Open until filled

Job Description:

The Manager of Community Partnerships (MCP) will report to the AMJTC Executive Director (ED) and Deputy Director (DD). This position serves as AJAC's expert on grants and contracts administration with substantial responsibility for managing the community partnerships, MOUs, service contracts and grants (both pre- and post-award). The MCP is responsible for management of administrative services including instructional and facilities contracts; preparing monthly and quarterly reports as required to such agencies as SBCTC and grant agencies; credit and registration processes, FTE allocation, data generation, tracking and reporting and supporting the ED/DD in sustainability planning and implementation.

The MCP will assume a primary role in funding new and continuing strategic initiatives through grants solicitations and partnership development. Responsibilities include screening of requests for proposals (RFP's), communicating and coordinating with proposal participants in advance of proposal preparation, preparing proposals in partnership with staff and program partners, reviewing and approving proposals, and evaluating grant opportunities in relation to agency goals and capacity.

The MCP must be willing to travel and work evenings and weekends as required. This position requires a valid WA State driver's license, insurance and occasional use of a vehicle.

It is the mission of AMJTC that the recruitment, selection, employment and training of employees shall be without discrimination based on race, color, religion, gender, sexual orientation, age, or national origin.

The ideal candidate will have:



- Significant grant writing and fund development experience;
- Demonstrated strong leadership skills;
- Strong ability to manage/prioritize/organize multiple tasks and projects;
- Outstanding organizational and communication skills;
- Demonstrated management and supervisory experience in workforce education program development;
- Exceptional attention to detail, be thorough and demonstrate complete follow-through in the execution of the program development strategy;
- Ability to handle company, Training Agent and apprentice information confidentially;
- Demonstrated professional appearance and demeanor;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the program development team;
- Strong data analysis and presentation skills;
- Entrepreneurial vision that quickly recognizes an opportunity and a sense of urgency and timing in building relationships and programs that advances the mission and long term vision of the AMJTC;
- Innovative vision that recognizes how to develop and manage programs for continuous improvement.

Typical Work:

- Grant prospecting and feasibility assessment;
- Pre-award grant & contract administration: Responsible for proposal preparation and submission, including developing project budgets and budget justifications;
- Post-award grant and contract administration: responsible for planning, coordination and implementation of all functions necessary for management
- Consult with program staff to assure that spending is in compliance with funding agency and organizational policies and procedures;
- Produce and oversee Full Time Equivalent student enrollment FTE agreements with the SBCTC and CTCs;



- Prepare, produce, submit and maintain monthly and quarterly reporting documentation, business reports, records and files as required to such agencies as SBCTC, grant agencies, AMJTC board and AJAC Committee;
- Build new strategic partnerships with synergetic organizations and agencies;
- Support the DD/ED in planning and implementing a sustainability plan
- Attend meetings and/or conferences as the program representative; develop and make public presentations on program related topics;
- Enhance AMJTC and AJAC reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments;
- Develop and maintain professional and technical knowledge by attending relevant educational workshops, reviewing relevant professional publications, participating in professional societies, establishing personal networks;
- Contribute to AJAC team effort and success by accomplishing related tasks as needed;
- Perform other duties as assigned.

Minimum and Preferred Qualifications:

Positions typically require a Bachelor's degree and three to five years of experience in a related field including business administration, administrative management, planning, policy analysis, coordination and consultation with a variety of public and private agencies, organizations, and/or levels of government and supervisory experience.

- Extensive project management experience.
- Experience writing and managing grants.
- Experience managing budgets.
- Experience with apprenticeship programs.
- Experience in reporting and tracking data.
- Knowledge and experience of the aerospace and manufacturing industry.
- Ability to gather information and statistics and prepare clear and concise reports in a timely fashion.



Demonstrated knowledge of roles, responsibilities and relationships of Washington State governmental agencies, such as workforce and economic development councils, professional organizations, government municipalities, SBCTC, CTCs and L&I.

Application Procedure:

AJAC is now accepting applications for a Manager of Community Partnerships. To be considered for this position, reference Manager of Community Partnerships in the subject line, and submit the following information to employment@ajactraining.org:

- Letter of Interest
- Resume
- 3 Professional References

For questions about the position, or for additional information about this position, please [contact us](#).

It is the mission of AJAC that the training of apprentices shall be without discrimination based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or as otherwise specified by law. AJAC also encourages women, minorities and veterans to apply with their employer.