**DreamMaker Job Description Templates**

**DreamMaker Project Director:**

The DreamMaker Project Director provides strategic, managerial, technical leadership, and management oversight for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DreamMaker Project. The Project Director will oversee all aspects of project implementation, including program quality, financial management, and coordination of any teams (whether paid or volunteer) that fulfill the project goals.

The Project Director will:

* Carry out the mission and vision for the DreamMaker Project
* Develop timelines for completion of programming and activities related to the DreamMaker Project
* Implement fundraising endeavors, including grant writing
* Create a budget for project tasks and monitor spending within approved project resources (including grants when applicable)
* Ensure that projects are completed, including creating and implementing adaptive measures should the overall project change
* Complete grant reports for any grant funded projects
* Share grant reports, program updates, changes in the DreamMaker Project with The Ink People staff
* Maintain regular communication with The Ink People and fill out quarterly and annual reports
* Submit an annual budget for the DreamMaker Project to The Ink People
* Submit check requests for the DreamMaker Project to The Ink People
* Coordinate and guide employees, interns, contractors, and/or volunteers
* Develop and maintain partnerships in order to carry out the DreamMaker Project’s activities
* Guide the development of communication and marketing materials for the DreamMaker Project

**DreamMaker Project Manager(s)/Leader(s):**

The DreamMaker Project Manager or Leader works with the Project Director to identify the project’s goals, objectives, and scope and creates and/or implements plans for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DreamMaker Project. They communicate with the project team and stakeholders, manage risks and issues, and monitor progress to ensure that the project stays on track. The Project Manager/Leader coordinates people and resources to ensure that projects are completed.

The DreamMaker Project Manager/Leader will:

* Work with the Project director to implement program strategies
* Develop and maintain partnerships with community members
* Initiate activities that carry out the mission and vision of the DreamMaker Project
* Maintain processes for managing the scope of the activities associated with the DreamMaker Project