

Project Manager

REPORTS TO: CEO

SUPERVISORY ROLE: No

SALARY RANGE: \$65,000 – \$80,000

About Atlas Community Studios

Atlas Community Studios (“Atlas”) is a woman- and minority-owned firm fueled by creative problem-solvers and capacity builders committed to advancing the economic prosperity of communities nationwide. Our mission is to inspire action and advance and support the development of communities. We partner with people and places to add capacity and deliver much-needed support to create more empowered and resilient communities. Atlas specializes in economic and community development with an emphasis on project implementation and the pre-development work needed to be implementation-ready, including research, planning, funding strategies, grant writing, and advocacy. We've had the privilege of working with various client partners, including local governments, nonprofits, community organizations, universities, and federal and state agencies. Our team's portfolio includes over 75 action-oriented plans and technical assistance provided in communities across 29 states.

Position Overview

The **Project Manager** is a key member of our team responsible for leading projects from kickoff to completion. This role will manage timelines and budgets, coordinate tasks and team members, and communicate with clients to ensure high-quality deliverables. A qualified candidate is someone who:

- Gets excited about **working with communities and organizations** to create meaningful, long-term change.
- Is familiar with **economic and community development** concepts and strategies.
- Feels confident **managing multiple projects simultaneously** while keeping timelines and people on track but isn't afraid to ask for help when needed.
- Feels **confident taking the lead**, even when the path forward isn't totally clear.
- Enjoys **public speaking**, leading client meetings, and facilitating conversations that move projects forward.
- Can translate complex ideas into clear, **compelling written narratives and presentations**.
- Understands how to navigate **public and private funding** opportunities.

continued on the next page →

- Loves to **collaborate** but also **thrives working independently** in a remote setting.
- Has a systems mindset and **loves organizing** workflows, files, and project tools.
- Isn't afraid to ask questions and **explore creative solutions**.
- Brings **curiosity, empathy, and creativity** to community engagement.
- Can balance structure with flexibility and **adapt quickly** when priorities shift.
- Is comfortable making decisions, **solving problems**, and leading a team through ambiguity.
- Wants to contribute to a **mission-driven**, tight-knit team that values quality, trust, and impact.

A NOTE ON QUALIFICATIONS & SKILLS

We're committed to building a team that brings diverse perspectives, experiences, and strengths to our work. We value what you can do over where or how you've done it, and we recognize that skills can be developed in many different ways. While no candidate is expected to have every skill listed, the above strengths tend to support success in this role.

Key Responsibilities

The Project Manager role is highly involved, dynamic, and multifaceted. The responsibilities listed below reflect the range of the position's day-to-day duties, though every project (and community or organization) is unique.

Project Management

- Lead multiple strategic planning and/or technical assistance projects from start to finish, developing timelines, delegating tasks, managing budgets, and coordinating deliverables with the support of Project Coordinators.
- Serve as clients' primary point of contact throughout project lifecycles, communicating regularly to share updates, collect feedback, and address questions or concerns.
- Participate in regular internal meetings.
- Use tools like Slack, Asana, and Google Workspace to manage internal communications and project tasks.
- Provide project support to other Project Managers when requested.

Business Development

- Support business development efforts by monitoring and assessing RFPs, participating in discovery calls, drafting proposal narratives and budgets, and peer reviewing submissions.

continued on the next page →

Public Engagement

- Develop content for public engagement activities such as interviews, focus groups, visioning sessions, and online activities using tools like Social Pinpoint.
- Facilitate public engagement activities (in-person and virtual), including visioning sessions, focus groups, and workshops.

Strategic Planning & Research

- Use and understand software such as ESRI Business Analyst and JobsEQ to collect secondary data.
- Work closely with Project Coordinators to conduct research and analyze project-specific data.
- Develop narrative for data-driven project deliverables (e.g., presentations, public input reports, community assessments, market analyses, strategic plans, funding roadmaps, etc.).
- Review, revise, and finalize project deliverables.

Funding Strategy & Grant Support

- Research and understand local, state, federal, and philanthropic funding opportunities to ensure project alignment.
- Draft funding strategies for plans and resource roadmaps.
- Provide grant writing support and post-award coordination when necessary.

Location & Travel

While our headquarters is in Washington, DC, our entire team works remotely; this position has no location requirements. This is a **100% remote position with some expectation of travel** (approximately 15%). This position requires occasional travel to project locations for site visits and public engagement activities and typically includes overnight stays. Travel is planned and coordinated based on the team's availability. All travel expenses are covered per our company travel policy.

Compensation & Benefits

This is a full-time position with a starting salary range of **\$65,000-80,000**. In addition, Atlas offers a comprehensive benefits package, including:

- Generous holiday time off (includes all federal holidays and company-wide end-of-year PTO)
- Responsible and required PTO

continued on the next page →

- 100% medical coverage for employees
- Vision and dental insurance
- Short- and long-term disability insurance
- 401(k) with up to a 4% match, fully-vested on day one
- Paid parental leave
- Life insurance
- Profit-sharing bonuses
- Professional development opportunities
- Flexible work schedules
- Mission-driven, collaborative team culture

Commitment to DEI

We understand that people (and communities) are more resilient when everyone has a seat at the table and feels empowered to create change. Atlas is proud to have a diverse team. We are committed to providing an inclusive and welcoming environment for all staff, subcontractors, vendors, and clients.

To Apply

Visit atlastudios.com/careers for more information and to apply.

The application process is designed to reduce hiring bias.

- Complete the short questionnaire on our website and upload your resume. All personal and identifying information will be redacted by an individual not involved in the hiring process prior to review.
- Applications will be scored using a pre-determined rubric, and selected applicants will participate in a 45-minute interview with two team members.
- Interviews will be scored using a pre-determined rubric, and selected applicants will have a final interview with our CEO.

We appreciate every applicant's time and interest in the position, and we will contact each candidate regarding the outcome of their application.

✉ hello@atlastudios.com

🌐 atlastudios.com

📷 **f in** @atlastudios