# Position Description: Future 20-55 Project Director

CodeCrew seeks a Project Director to turn a regional technology workforce partnership into coordinated training, support, and employment opportunities. The Project Director will lead the implementation of Future 20-55, a $4 million, three-year initiative funded by the U.S. Department of Labor's Workforce Opportunity for Rural Communities grant program.

**Reports to:** Chief Executive Officer
**Location:** Memphis, TN (In-person)
**Employment:** Full-time, exempt
**Compensation:** $70,000 - $75,000 annually, plus benefits
**Forward resume and cover letter to:** careers@code-crew.org

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## About CodeCrew and Future 20-55

CodeCrew is a Memphis-based nonprofit on a mission to empower communities to shape the future through AI and computer science education. Founded in 2015, CodeCrew started with a conviction Memphis couldn't afford to ignore: the tech economy was accelerating, and too many of its young people and working adults were being written out of it. A decade later, that conviction has grown into a movement. We've trained 16,000+ students and adults, delivered half a million hours of computer science education, and helped pass legislation guaranteeing Computer Science education for every Tennessee student.

Future 20-55 connects the Memphis-to-Jackson corridor through four planned training hubs: metro Memphis, metro Jackson, Grenada, and Yazoo City. The project combines occupational training, industry-recognized credentials, college credit pathways, Registered Apprenticeship, and career navigation. Transportation, childcare, connectivity, and other supports help rural residents access and complete training.

CodeCrew serves as the lead organization and fiscal agent, working with The Bean Path, Tech901, STEM NOLA, The Hidden Genius Project, Ed Farm, community colleges, employers, and public workforce partners. The initiative serves eligible new workforce entrants, including high school juniors and seniors, dislocated workers, and incumbent workers across the approved regional service area.

Annual Revenues: $2+ million | For more information, visit www.code-crew.org.

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## Position overview

The Future 20-55 Project Director will translate the grant's commitments into a practical work plan, clear partner responsibilities, and measurable results. This role requires someone who can build trust across organizations, address delivery problems early, and maintain the documentation and controls a federal award requires. The Project Director will serve as the primary operational contact for the Federal Project Officer and keep CodeCrew leadership informed of progress, risks, and decisions requiring approval.

The Project Director will work closely with the Chief Insight and Operations Officer on fiscal oversight, internal controls, and data systems, and with the Chief Innovation and Programs Officer on training quality. CodeCrew retains institutional accountability for the award; the CEO provides executive sponsorship and final approval of quarterly narrative and performance reports.

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## Key responsibilities

### Project implementation and regional coordination

- Maintain an integrated workplan, launch schedule, responsibility matrix, and risk register covering each hub, training pathway, partner, and grant deliverable.
- Convene the Future 20-55 Leadership Table every two to three weeks, hold standing partner check-ins, and ensure decisions lead to completed actions.
- Coordinate hub agreements, recruitment, enrollment, cohort schedules, instruction, and transitions into employment or further training. Sequence launches around site readiness, partner capacity, and grant authorization.
- Resolve delivery barriers with partners and leadership, including recruitment gaps, staffing needs, delayed milestones, and participant access challenges.

### Participant access and training quality

- Oversee consistent eligibility documentation, needs assessments, individual service planning, career navigation, and referrals across hubs.
- Coordinate supportive services under written policies, accessing available WIOA and community resources first and preventing duplicate assistance.
- Work with program leaders, colleges, and employers to align instruction with validated skills, recognized credentials, dual enrollment, and college credit pathways.
- Use participant feedback and hub-level data to improve retention, completion, and access for rural learners.

### Employer partnerships and Registered Apprenticeship

- Guide the Employer Engagement and Apprenticeship Manager in converting employer commitments into interviews, hiring, work-based learning, and incumbent worker training.

- Coordinate quarterly employer advisory sessions and use employer feedback to inform training and recruitment priorities, including Mississippi employer participation.
- Advance apprenticeship participation through established programs while supporting CodeCrew's pursuit of group sponsorship with the U.S. Department of Labor's Office of Apprenticeship.
- Coordinate allowable on-the-job training and apprenticeship wage-reimbursement agreements with fiscal staff, keeping these agreements distinct from partner subawards.

### Grant stewardship and partner accountability

- Manage implementation under the approved Statement of Work, budget, award terms, and applicable federal requirements, including Uniform Guidance.
- Coordinate responses to award conditions and compliance reviews. Track spending restrictions and obtain required approvals or modifications before affected activities or costs proceed.
- Partner with the Grants and Fiscal Administrator and operations leadership on subrecipient due diligence, agreements, monitoring, invoice review, and corrective action.
- Maintain organized records for monitoring, audits, and evaluation; support staff effort documentation, participant privacy protections, and required policies and grant-funded product notices.

### Performance management and team leadership

- Review enrollment, completion, credentials, apprenticeship entry, employment, and spending by hub and partner at least monthly; lead corrective plans when results fall behind.
- Review quarterly narrative and performance reports prepared by the Performance Reporting Specialist and route them for CEO approval. Coordinate financial reporting inputs with fiscal staff and authorized leadership.
- Ensure consistent participant records, documented outcomes, and timely partner and employer data submission, using applicable federal definitions to prevent duplicate or ineligible counts.
- Set clear expectations for direct reports, provide coaching, and coordinate the work of reporting, fiscal, instructional, and partner staff.
- Develop a sustainability plan with leadership and partners for college-hosted training, apprenticeship infrastructure, employer investment, and continuing workforce resources.

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## Qualifications

### Required

- Bachelor's degree or an equivalent combination of education and relevant experience.
- At least five years managing programs or projects, including three years with direct responsibility for government grants or comparable restricted funding, budgets, compliance, and reporting.
- Demonstrated responsibility for a program or grant budget of at least $1 million and for coordinating multiple organizations, delivery sites, or subrecipients.

- Experience supervising staff, resolving implementation problems, and holding partners accountable while maintaining productive relationships.
- Strong writing, planning, and data skills, including the ability to explain results, maintain accurate documentation, and use performance data to guide decisions.
- Ability to travel regularly throughout the service region and attend occasional evening or weekend activities.

### Preferred

- Experience with DOL Employment and Training Administration grants, WORC, WIOA, subrecipient monitoring, or federal grant startup and closeout.
- Experience with Registered Apprenticeship, employer partnerships, community colleges, or technology workforce training.
- Experience serving rural communities and learners facing transportation, childcare, connectivity, or other barriers to employment

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## Compensation Details

- $70,000 - $75,000 annual salary
- Employer-sponsored health insurance for employees
- 401(k) enrollment with company matching

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## How to Apply

Interested applicants can send a resume and a cover letter to **careers@code-crew.org**

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## Equal Opportunity

CodeCrew is an equal opportunity employer. We celebrate diversity, are committed to creating an inclusive environment for all employees, and encourage candidates of all backgrounds to apply.

*This job description reflects the current scope of the role and may evolve as CodeCrew continues to grow.*