Position Title: Manager, Special Projects

Position Status: Exempt, Full-Time (1.0 FTE)
Location: Preferred in office at VECF offices in Richmond, Virginia Monday-Thursday with work remotely on Fridays
Reports to: Vice President, Operations
Compensation: Commensurate with experience; anticipated salary is $75,000-85,000 plus benefits valued at more than 25% of salary

Organization

The Virginia Early Childhood Foundation (VECF) is a statewide nonprofit public-private partnership with the vision that every region in Virginia will ensure opportunities for all families with young children to thrive. Its mission is to serve as the non-partisan steward of Virginia's promise for early childhood success. In partnership with key state agencies, VECF supports the work of local communities and regions in strengthening their early childhood systems. The Foundation provides competitive grants and technical assistance to regional early childhood initiatives formed to build capacity and infrastructure in local communities for delivery of high-quality early childhood programs.

Job Overview

The Manager, Special Projects sits on VECF's Finance & Operations (F&O) team and works closely with the Community Networks team on strategy. The role leads project management for special projects and cross-team initiatives, connecting day-to-day work to VECF's broader strategy for early childhood systems building, Ready Regions, and other initiatives. Current projects include the Preschool Development Grant and related bodies of work. This role is responsible for keeping projects moving: setting clear plans, tracking progress, and making sure decisions, deadlines, and next steps are identified and met. The Manager also supports development of materials for VECF's programs and initiatives, including writing and editing support, so that documents across teams are consistent and connected. It's a role for someone who can see the big picture and likes getting things done.

Key Responsibilities

Project Management & Strategy

- Lead project management for special projects and cross-team initiatives, including scoping, workplans, timelines, milestones, and status tracking from launch through completion
- Partner with the Community Networks team to translate strategy for early childhood systems building, Ready Regions, and other VECF initiatives into clear, actionable project plans
- Connect individual projects to VECF's broader strategy, identifying where efforts overlap, depend on one another, or can be better aligned
- Oversee consultants and contractors supporting special projects, including developing scopes of work, monitoring deliverables and timelines, reviewing work products, and approving invoices in coordination with the Finance team

- Coordinate across Finance & Operations, Community Networks, and other teams to keep projects moving, clarify roles and next steps, and surface risks early
- Plan and facilitate project meetings, prepare agendas, document decisions, and follow up on action items
- Build and refine project management tools, templates, and processes that bring consistency to how VECF plans and tracks its work
- Provide regular status updates to the Vice President, Operations and project leads, flagging risks, resource needs, and decisions needed

Program and Initiative Materials Support

- Support the development of materials for programs and initiatives, such as reports, briefs, presentations, guidance documents, and partner communications, from gathering content through final production
- Provide writing and editing support as needed, helping ensure materials are clear, accurate, and consistent with VECF messaging
- Help keep materials across initiatives connected and aligned, including maintaining shared resources such as templates, boilerplate language, and key messages

Operations and Cross-Team Support

- Serve as a Finance & Operations liaison to the Community Networks team, bringing an operations lens to strategy and planning conversations
- Coordinate with the Finance team on budgets, agreements, and documentation related to special projects
- Support the preparation of funder proposals, reports, and deliverables connected to special projects
- Lead or support other special projects as assigned based on organizational priorities
- Serve as an extra set of hands and eyes for teams during high-volume periods and tight deadlines

Minimum Qualifications

- 5+ years of experience in nonprofit, early childhood, or community-based agency roles.
- 3 + years of experience in project management, program management, strategy, or operations roles
- Demonstrated success managing multiple complex projects at once, with many stakeholders and competing deadlines
- Ability to think strategically and connect day-to-day tasks to larger organizational goals
- Experience developing program materials, reports, or other written products
- Ability to build relationships and move work forward across teams without direct authority
- Outstanding organizational skills, attention to detail, and ability to meet strict timeframes
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook

Preferred Qualifications

- Associate or bachelor's degree in related field
- Knowledge of Virginia's early childhood care and education (ECCE) system
- Familiarity with the Ready Region network and early childhood systems-building work

- Experience with federal and/or state funded initiatives and their requirements
- Experience with project management software

Physical Requirements and Work Environment

- Prolonged sitting and computer use, occasional walking or standing
- Occasional light lifting (up to 15 lbs)

Interested candidates should submit a cover letter no longer than a page, a resume not to exceed two pages, and three professional references to Jobs@vecf.org. Applications must be submitted by Friday, November 6, 2026. Applications will be reviewed as they are received, so early submission is encouraged. For applicants who need an accommodation during the application process, please contact Jobs@vecf.org.

VECF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. VECF maintains a drug-free workplace.

Last Updated: 10.30.2026