



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Hill-Murray School is actively searching for a skilled **Project Manager** to spearhead an initiative to examine the feasibility of expanding the services of The Nicholas Center beyond the school premises. The successful candidate will work closely with Hill-Murray staff, leadership, and community members to explore and develop a comprehensive business plan for expansion. The Project Manager will also prepare grant requests to various foundations to secure support for the expansion initiative.

Duration: 5 months (10-20 hours per week)

About Hill-Murray School: Hill-Murray School is an independent Catholic school enrolling over 1,000 students in grades 6-12 on the east side of St. Paul. The Nicholas Center, founded in 2012, a department within Hill-Murray School, focuses on providing evidence-based reading intervention, math intervention, and executive functioning instruction for students who learn differently. Currently, 20% of the student body receives services through The Nicholas Center. Hill-Murray has received grant funding to conduct a feasibility study to explore the expansion of The Nicholas Center programming to include potential external partner schools. The role of the Project Manager would be focused on developing a business plan that could be successfully replicated at partner locations, ultimately expanding the scope and reach of The Nicholas Center's expertise.

Key Responsibilities:

1. Collaborate with Hill-Murray staff, leadership, and community members to identify opportunities and challenges for expanding the program reach of The Nicholas Center.
2. Conduct thorough research and analysis to inform the development of a five-year business plan for expansion, including specific milestones and targets.
3. Lead the creation of detailed project plans, timelines, and resource allocations to ensure timely and efficient execution of the expansion initiative.
4. Oversee the writing and compilation of grant requests to multiple foundations, ensuring alignment with the objectives and needs of the expansion project.
5. Coordinate with internal stakeholders and external partners to gather necessary data, information, and resources for the business plan and grant requests.



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6. Regularly present progress updates, findings, and recommendations to Hill-Murray leadership and stakeholders.
7. Monitor and track project milestones, budgets, and deliverables to ensure adherence to timelines and objectives.
8. Proactively identify and address any issues, risks, or obstacles that may arise during the project lifecycle.

Qualifications:

- Bachelor's degree in business administration, project management, communications, or a related field.
- Proven experience in project management, preferably in the education sector or non-profit organizations.
- Strong writing and communication skills, with the ability to articulate complex ideas clearly and effectively.
- Excellent research and analytical abilities, with a keen attention to detail.
- Demonstrated ability to develop comprehensive business plans and grant proposals.
- Proficiency in project management tools and software.
- Self-motivated, proactive, and able to work effectively independently and as part of a team.
- Flexibility to adapt to changing priorities and project requirements.
- Prior experience working with foundations and securing grants is a plus.

Note: This is a contract position for five months, with the possibility of an extension based on project needs and performance. The selected candidate will work remotely, with occasional meetings or consultations at Hill-Murray School, as necessary.

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

To Apply: Please email your cover letter and resume to Brent Johnson at bgjohnson@hill-murray.org