

TRADES FUTURES

Job Title: Project Manager

Location: Washington, D.C.

Reports To: Executive Director

Salary and Benefits: The annual salary for this position ranges between \$65,000 to \$75,000, commensurate with experience. The position also offers exceptional benefits and a hybrid work schedule.

About TradesFutures:

TradesFutures is the only national nonprofit organization exclusively dedicated to increasing access to high-quality union construction careers through our network of 275+ Apprenticeship Readiness Programs. We work in close partnership with workforce and community-based partners and building trades councils to implement the Multi-Core Craft Curriculum (MC3), support local program quality, and expand Registered Apprenticeship opportunities in the unionized construction industry.

Position Summary:

TradesFutures is seeking an organized, solutions-oriented, and mission-driven **Project Manager** to help develop internal operations and support the effective delivery of our workforce development programs. This is a dynamic role with opportunity for growth. Responsibilities will be tailored to the candidate's experience, strengths, and interests, and may evolve over time.

The ideal candidate thrives in a fast-paced, collaborative environment, brings a strong systems and process mindset, and is excited to help build and improve operations that support equity in the skilled trades.

Key Responsibilities:

The Project Manager's responsibilities include:

Program Operations:

- Design, implement, and improve internal systems to ensure Apprenticeship Readiness Programs operate with efficiency and impact.
- Manage workflows related to program and student enrollment, instructional coordination, billing, and data reporting.

Team Operations:

- Help develop and maintain team processes that support transparency, accountability, and a strong organizational culture.
- Contribute to team onboarding, internal communications, and project coordination.
- Support board communications and presentation materials.

Grant Management:

- Support grant and funder submissions, including drafting proposals and preparing reports.
- Help track deliverables, deadlines, and budgets for grant-funded initiatives.

Instructional Systems:

- Manage or support the learning management system (LMS), including curriculum updates and coordination with instructional vendors.
- Track student performance data and contribute to research or reporting projects.

What We're Looking For:

- 3+ years of experience in project or program management, preferably in nonprofit, workforce development, education, or public-sector settings.
- Strong organizational and communication skills, with an eye for process design and continuous improvement.
- Ability to manage multiple projects simultaneously and adapt to changing needs.
- Experience with grant reporting, instructional systems, program budgets, data management, unionized construction, or registered apprenticeships is a plus.
- Proficiency with tools such as Microsoft Office, HubSpot, and collaborative online tools.
- Mission-aligned, collaborative, and solutions-focused.
- Adaptable and excited to grow with an organization that is growing itself.
- Self-starter who can work independently and as part of a dispersed team.
- Passionate about expanding access to good jobs and building an equitable workforce.

To apply, please forward a cover letter and a resume to info@tradesfutures.org with the subject line “Application: 2025 Project Manager”.