**Project Director - Give 3.0 Grant**

*Location:* TCAT Memphis Main Campus and U of M Campus
*Salary:* $49,000 annually (Grant-funded position)
*Duration:* 4-year grant term, beginning October 15, 2024

The Tennessee College of Applied Technology (TCAT) Memphis is seeking a dedicated and experienced Project Director to lead our Give 3.0 Grant-funded initiative, aimed at expanding workforce training and educational opportunities in Retail, Hospitality, Tourism, and Culinary Technology. This program will help prepare students for successful careers in these rapidly growing sectors through innovative training and partnerships, including a unique collaboration with the University of Memphis.

**Key Responsibilities:**

* Oversee all aspects of the Give 3.0 Grant project, including planning, implementation, and evaluation.
* Collaborate with faculty, staff, and external partners to ensure project milestones and objectives are met.
* Develop and manage budgets, reports, and other documentation in compliance with grant requirements.
* Facilitate program marketing and recruitment efforts to promote student enrollment and engagement.
* Monitor and report on project progress to ensure adherence to timelines and goals.
* Engage with community and industry stakeholders to enhance program visibility and effectiveness.

**Qualifications:**

* Bachelor’s degree in Education, Business Administration, Project Management, or a related field.
* Minimum of 3 years of experience in higher education, project management, grant administration, or a related area.
* Strong organizational, communication, and leadership skills.
* Experience in workforce development, education, or related industries is a plus.
* Ability to work independently and manage multiple priorities in a dynamic environment.

Tennessee Board of Regents (TBR) employees will receive preference for this position.