Position Opening

POSITION: Project Manager IV
STATUS: Full-time / Benefitted / Salary / Exempt
COMPENSATION: $7,979 - $8,744 per month
DEPARTMENT: North State Planning and Development Collective
LOCATION: North State Planning and Development Collective
RECRUITMENT ID: 185
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS:

The Project Manager’s functional responsibilities include:

- Lead or provide leadership for the organization’s strategic planning, development, and management efforts on new and existing research or operations programs, projects, and initiatives.
- Develop, define, and execute program plans, schedules, budgets, and deliverables.
- Identify needed resources for programs and define/assign major roles.
- Monitor the program from initiation through delivery, interfacing with external stakeholders on project matters as needed.
- Assign and monitor the work of program management and support staff, providing mentorship and direction.
- May ultimately be responsible for the success of the program.

The Project Manager IV works closely with the Development Team and the Executive Director of the North State Planning and Development Collective on strategies and actions that benefit Chico State’s service region and provide opportunities to faculty and students for research and internships. Staff in this position will keep abreast with the priorities of federal, state, local, nongovernmental, and private-sector partners, and will also understand important trends in funding programs. Job duties include identifying funding opportunities; developing projects with external collaborators and/or faculty; researching background documents related to the subject matter of proposals; preparing proposal documents including scopes of work, narratives, and budgets; and complying with campus approval policies and procedures. This position will also assist in managing funded projects, and ensuring compliance with scopes, schedules, and budgets. The ideal candidate will have specialized experience in grant writing and project management and knowledge of economic development, workforce development data support, community development, governmental administration, planning, and/or rural communities. Key objectives of this job function are to secure external funds for applied research, community benefit projects, and student internships; meet community needs in Chico State’s twelve-county service region; meet state and federal research needs; and build collaborative relationships with stakeholders throughout the public, nonprofit, and private sectors. Candidates that are hired at the higher end of the range must demonstrate advanced skills in managing complicated projects, programs, and budgets.
Independence of action:
Works with little to no direction from NSPDC leadership and/or supervisor. Begins to explore the literature and/or current legislation or bills governing project funding and interventions. Leads and supports other PMs on large teams and programs, may be a CO-PI. May be responsible for leading the management and/or research, organizational planning, and development of large, complex programs. Determine budget needs and partner with Program Administration Manager to complete budget projections and revisions as needed. May lead/facilitate large committees and project teams. May participate in steering committee, strategic planning, and other NSPDC forums that guide NSPDC operations. Supports objectives and strategic plans for existing initiatives, program opportunities, and funding levels. Identifies potential funding agencies and implements new programs. Leads proposal development efforts, including meetings with development team, partners, assigning tasks and responsibility for thoroughness/completeness of applications submitted.

Supervision of others:
Mentors and may supervise cycle 1 employees, levels I-III. Initiates staffing plans/hiring and may lead the development of program or project teams. Seeks opportunities to elevate staff level and skills. Helps to ensure staff cohesiveness and collaboration across teams and supports staffing adjustments as necessary. May participate in the selection of team members.

Skills:
The primary focus of this level is to work independently utilizing the skills identified below. Staff lead and are responsible for program planning and evaluation from beginning to end including SOW development, evaluation, and dissemination of findings with minimal input. If CO-PI, ensure overall contract compliance, utilizing the grant/contract management checklist including support for overall budget projections and spending (e.g., program decisions are made with fiscal considerations and fiscal decisions are made with program considerations). Staff have in-depth knowledge of NSPDC and able to represent their programs or projects. Contributes to NSPDC’s strategic plan and identifies ways to leverage funding opportunities and/or partnerships locally, state-wide, or nationally. Helps to solve complex problems in creative and effective ways. Begins to communicate regularly with NSPDC Leadership and other senior internal and external staff. Has in-depth understanding of and is a resource to others for technology and software.

- **Collaboration:** Collaborates with large/more complex partners and/or committees or workgroups, some likely to be external. Leads NSPDC committees and/or Center-wide discussions and decisions; interacts with and provides recommendations to NSPDC leadership; directs/leads external stakeholder collaboration opportunities; initiates collaboration opportunities and mentors others in doing so. Focuses on networking, promotion/marketing, and helping to catapult the Center. Interacts with NSPDC staff, research, and fiscal/admin staff, NSPDC committees and/or partnering entities. Typically serves as a primary contact with a funder, external agencies and/or stakeholders.

- **Communication:** Initiates communication with external funders and partners with review by supervisor or others as needed. Offers to review written communication and provide feedback to staff. Contributes to the development and/or revisions of NSPDC communication policies. Models strong communication to others on the team. Finds ways to respond constructively. Starts and ends with key points, summarizes key points to ensure mutual understanding and
next steps. Masters the art of timing, able to read the audience to determine when to move to a new topic or when to reiterate an idea. Role models the capacity to be aware of, control, and express one’s emotions, and to handle interpersonal relationships judiciously and empathetically.

- **Accountability:** Significantly contributes to the development and successful completion of contract and organizational objectives; erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have a prolonged effect. Anticipates and prepares for tasks and schedules to prioritize timely and high-quality work for self and those supervised. Is accountable to leading effective projects and teams to support programmatic and organizational needs. As a potential CO-PI on project(s), accountable for funder guidelines, meeting overall goals/objectives and appropriately utilizing allowability guidelines. Leads communication with funder and handles contract related tasks with minimal or specialized support. Acts as a liaison with leadership, administrative, fiscal, or other teams as appropriate. Knowledgeable of trainings and shares relevant content, remains current with research and evidence-based recommendations, understands and mitigates potential risks. Accountable to reinforcing a healthy work environment.

- **Problem Solving:** Anticipates problems, implements solutions, and leads a team through the process with minimal input. Utilizes critical thinking to address problems. Anticipates and supports staff through personnel challenges, delegates resources as appropriate. Proficient with soft skills, effectively communicates proposed solutions and empowers and garners buy-in from others.

- **Institutional Perspective:** Understands and enhances the organizational structure (e.g., building teams, breaking down silos, identifying opportunities for program overlap, leveraging resources, etc.), values and mission of NSPDC, CSE and Chico State. Seeks out opportunities to develop or enhance programs and partnerships that support NSPDC strategic plan and priorities (e.g., developing new opportunities and/or scaling up existing programs to expand or broaden the reach and impact, including fundraising or donations).

- **Leadership:** Leads and enhances teams with an eye to the future and delegates tasks appropriately. Begins leading one or more projects. May be the CO-PI on projects. Makes recommendations to modify scope and staffing. Models integrity and mentors and motivates others to strive for excellence. Facilitates meetings with the project team. Engages team members, is decisive, motivates and inspires growth, trains, and trusts team members to increase responsibility, empowers the team to work toward a larger goal. Effectively utilizes performance management strategies. Able to recognize and effectively address errors. Contributes to leadership at the organizational level (processes, tools, or initiatives). Contributes to external partners and leads by example. Thinks outside the box and finds solutions. Able to resolve complex issues, sees the bigger picture, and has the ability to cut to the issue and make tough decisions.

- **Change Management:** Anticipates and, in consultation with NSPDC leadership, implements changes in program SOW and adjusts planning stages and shifts in staffing responsibilities. Anticipates change, helps to create a proactive and responsive culture to address community need or funder priorities. As CO-PI, leads tasks and changes associated with closing projects and starting new ones.
EMPLOYMENT STANDARDS:

Qualifications:
- Requires bachelor’s degree, with a master’s degree preferred. The field of study should be related to natural resources, energy, agriculture, governmental administration, economic development, geographic information systems, planning and/or rural communities, or otherwise have prepared the applicant to meet the essential job functions.
- Professional work experience (minimum 9 years or equivalent) in program administration and planning, scheduling, and budgeting (e.g., managing programs, leading activities, accountable for deadlines, prioritizing workload, professional communication, etc.), integrating efforts and initiatives with other NSPDC projects, developing and enhancing partnerships beyond the specific project, recommending innovative strategies, and implementing program evaluation and/or research, contributing to NSPDC’s overarching activities and effectively supervise and mentoring staff.
- Demonstrated experience in managing scopes, budgets, and timelines.
- Ability to research funding opportunities and identify opportunities ahead of request for proposals release.
- Ability to strategically identify projects and collaborations that are consonant with emerging trends in funding.
- Ability to work effectively with diverse stakeholders to identify needs to be addressed in proposals and form collaboratives.
- Knowledge of the mechanics of proposal writing.
- Ability to research refereed literature and government documents to support proposals.
- Advanced skills with Microsoft Word and Excel.
- Ability to identify project issues upstream and formulate solutions.
- Demonstrated experience in preparing and delivering effective written and oral reports.

Physical and Mental Requirements:
- Organizational skills and the ability to prioritize tasks
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines
- Ability to work independently under general direction and function cooperatively and productively as a member of a unit

Environmental Working Conditions:
- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance
($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**
To be considered, submit the following documents by **July 31st, 2024**. Documents submitted after this date may not be considered.

- Resume

**BY DROP BOX:** [https://csuchico.app.box.com/f/b3759f44d84742998539be9cc0b0172e](https://csuchico.app.box.com/f/b3759f44d84742998539be9cc0b0172e)

**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.