POSITION OPENING

POSITION: Project Manager – Development - Open to current Chico State Enterprises employees only
Full-Time / Benefited / Salary / Exempt
RECRUITMENT ID: 744
LOCATION: North State Planning and Development Collective - Geographical Information Center (GIC)
COMPENSATION: $6,100 - $8,685 per month

ESSENTIAL JOB FUNCTIONS: The Project Manager – Development works closely with the Director of the North State Planning and Development Collective on strategies and actions that benefit CSU, Chico’s service region and provide opportunities to faculty and students for research and internships. The incumbent will keep abreast with the priorities of federal, state, local, nongovernmental, and private sector partners and understand important trends in funding programs. Job duties include identifying funding opportunities, developing projects with faculty and external collaborators, 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. They will also assist in managing funded projects, ensuring compliance with scopes, schedules, and budgets. The ideal candidates will have specialized experience in grant writing and project management and knowledge of fields such as natural resources, energy, agriculture, 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 CSU, Chico’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.

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, planning and/or rural communities or otherwise have prepared the applicant to meet the essential job functions.
- 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;
- Demonstrated experience in managing scopes, budgets and timelines;
- 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.

Additional Requirement:
- Must possess a valid California driver’s license and a good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
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**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; 14 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%).

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises application
- Cover letter
- Resume
- Three professional references

**APPLICATION DEADLINE:** Application deadline is November 23, 2020. Open until filled.

Applications can be submitted:

**BY EMAIL:**

[csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/cse/](http://www.csuchico.edu/cse/)

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.