

# **Regional Innovation Grant Project Manager Job Description**

**Position Title:** Regional Innovation Grant (RIG) Project Manager

**Number of Positions:** 1

**Date Established:** March 1, 2008

**Employment Status:** Full Time - Temporary (up to 18 months)

## **SCOPE OF WORK:**

The RIG Project Manager position provides for overall planning and co-ordination of resources, tasks, and necessary steps to complete the regional strategic plan within the specified timeframe. The RIG Project Manager will report to the Workforce Opportunity Council on a regular basis to ensure that milestones are met and work is progressing as planned.

## **RESPONSIBILITIES** include:

- Maintaining strong communications among all stakeholders in the RIG development process;
- Insuring that RIG activities are consistent with the direction set by US DOL in the approved grant application and the Workforce Opportunity Council, as the grant recipient;
- Providing on-going support to the Core Leadership Group in creating a shared regional identity and vision for the regional economy;
- Compilation of area data into a strategic plan; and
- Insuring the development of strategies to leverage resources from private, non-profit and government sources in support of established goals and objectives set forth in the newly developed RIG Implementation Plan.

## **ACCOUNTABILITIES** include:

- Day-to-day management of the Regional Innovation Grant process;
- Provide timely and accurate monthly reports of progress;
- Maintain and compile data collected during strategic planning sessions;
- Facilitate and/or coordinate RIG related meetings (e.g. Core Leadership Group, sub-committees, etc.) including logistics planning, agenda setting and note taking;
- Liaison activities between the Regional Innovation Grant Core Leadership Group and the Workforce Opportunity Council/Workforce Investment Board;
- Liaison activities between the Regional Innovation Grant Core Leadership Group and the local workforce development system known as NH Works;
- Provide support to RIG project consultant (s) hired through the RIG to carry out specific research, analytical, and/or group facilitation functions.
- Conduct outreach to businesses in the region for the purpose of engaging employers in the planning process, as directed by the Core Leadership Group;
- Present project updates at the quarterly Workforce Investment Board meetings, and/or other Workforce Development System committees at the request of the Council and/or the Core Leadership Group; and
- Other related duties assigned by the Council and/or the Core Leadership Group

## **EDUCATION / EXPERIENCE:**

- Education: Bachelor's degree from a recognized college or university with a major study in business administration or economic development, or similar field. Each additional year of approved formal education may be substituted for one year of required work experience.
- Experience: Five years of professional experience in organizations involved with private and/or government contracting, buying, or program management, including program planning

and evaluation, business management or related management experience, plus three years of supervisory experience in any occupational area. If related to the program area, the supervisory experience will count as part of the five years total experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**PREFERRED SKILLS / KNOWLEDGE / EXPERIENCE:**

- Strong oral and written communication skills
- Project management/plan development skills
- Entrepreneurial background, innovative thinking, facilitation and consensus building skills
- Computer proficiency in word, excel and PowerPoint software programs
- Experience working with employers, private and public educational institutions, and re-employment agencies.
- Strong group leadership and organizational skills.
- Able to work well both independently and as part of a team.
- Ability to analyze and present data and program information, orally and in writing and in non-technical language.
- Knowledge of the North County economic climate and regional dynamics

**TRANSPORTATION NEEDED:**

Extensive in-state travel required.

**FUNDING SOURCE:**

Federal Funds - National Emergency Grant – Regional Innovation Grant

**DISCLAIMER STATEMENT:**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

**SALARY RANGE:** \$55,000 Annual Salary

**JOB STATUS:** Salaried / Exempt; Full-time / Year-round; Time-Limited (approx. 18 months.)

**EMPLOYER:** Workforce Opportunity Council

**SUPERVISION:** Workforce Opportunity Council Executive Directors

**JOB LOCATION:** North Country, New Hampshire (specific location to be determined)