

Job Posting: Project Manager

Open October 11, 2021 until filled



Ag Innovations is a 501c3 nonprofit that facilitates systems leadership and collaborative action in California around key issues including agricultural viability, fire and forest resiliency, water stewardship, and food systems. We serve our community by facilitating transformational collaboratives that help leaders think beyond their disciplines and unlock new ideas. Our methods have proven effective in stakeholder engagement, public input, and planning, which helps improve the public plans and policies that allow for a better future. We are dedicated to serving the public interest by helping people think and work better together to solve the complex issues facing all of us who depend on our natural and working lands.

We are looking for a full time Project Manager to support our facilitation team in creating effective change processes with project management and coordination, communications and other support to Ag Innovations clients, Program Team and Senior Facilitator(s). The Project Manager ensures the smooth preparation, integration and conclusion of engagements in the larger context of our work. This position reports to a senior or managing facilitator. Specific duties include project and budget management, project design and support as appropriate, and tracking and reporting on project deliverables for clients and funders.

If you are eager to apply and grow your talents to facilitate and support positive change and community engagement, then we look forward to hearing from you. A brief description of the job's responsibilities and requirements are listed below. Visit aginnovations.org for a full job description and to learn more about us.

ESSENTIAL FUNCTIONS

Duties of the Project Manager include but are not limited to the following:

Project Responsibilities: (70%)

- In consultation with the Facilitator for each assigned project, develop a written strategy and work plan for the project, including funding, budget design, tracking and measurement of deliverables, and assignment of responsibilities.
- Project management and project support (project planning and implementation, calendaring, deliverable tracking, stakeholder and participant communications and tracking, research, materials preparation, collaboration technology tools, operations, etc.)
- As jointly determined by the project lead and team members, participate in client meetings and events to gain knowledge, track progress or respond to requests.
- Working with project lead, ensure the timely completion of tasks laid out in the project plan; make adjustments to the plan along the way as client and project needs require.
- Complete or ensure completion of all reporting and documentation of the project to meet the needs of internal financial tracking and external funders.
- Assist with facilitation duties, as needed and as able with regards to skill level, including agenda design, small group facilitation, flipcharting, and other responsibilities.

Program Responsibilities: (30%)

- Stay abreast of current events related to program content area and support development of program strategy.

- Write articles and participate in generation of content for Ag Innovations website, blog, and newsletter based on assigned projects and program.
- Working in cooperation with other senior staff, research and pursue funding for existing and projected projects and engagements; supervise and support the work of analytic staff as needed and available.
- Upon request, review incoming Requests for Proposals (RFPs) or grant applications and, after consultation with the Executive Director, respond to those determined worthy of pursuit by Ag Innovations.
- Review each project after completion, and present proposals for process improvements to the Executive Director and senior staff for application on future projects; include outside data as applicable, with input from analytic staff and other resources.
- Coordinate effectively with team members, and develop skills and knowledge appropriate to better support assigned projects and program.

REQUIRED QUALIFICATIONS (partial listing)

The following skills and experience are required unless otherwise noted:

- Bachelor's degree in a related field, or equivalent
- 3 or more years' experience managing projects that include planning and budget management, meeting and event management, including note taking, and writing and research.
- Training and experience or certificate in project management or other field(s) involving collaborative goal-setting, decision-making and evaluation.
- Demonstrated passion for and interest in food systems, agriculture, and/or environment.
- Demonstrated proficiency with collaborative office platforms, including the google suite and Microsoft Office, including documents, spreadsheets, presentation tools, group calendaring, and basic web editing.

SALARY RANGE

\$56,000 to \$75,000 per year, commensurate with experience. Full time positions include health benefits via a group plan with Kaiser, an employer match for simple-IRA contributions, and professional development. Flexible work hours and location are available as the job allows.

Ag Innovations values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Interested? We invite you to submit a resume and cover letter to us at HR@aginnovations.org, explaining why you would be an excellent fit for our Project Manager position. If your submitted materials indicate a potential match, we will contact you directly.