

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave. S., Suite 810

Bloomington, MN 55431

JOB TITLE: Grant Project Manager

JOB STATUS: Non-Exempt

LOCATION: Flexible/Remote

DATE: 12/2019 – 6/30/2023

REPORTS TO: Executive Director

HOURS: Flexible, 10-15 Hours/week through June 30, 2023

SCOPE OF POSITION:

Responsibilities of this position include managing day to day task around a multi-year grant period. Includes managing multiple teams and individuals with diverse backgrounds, coordinating multiple projects at one time and must be highly detail and task-oriented.

PRIMARY RESPONSIBILITIES:

- Coordinate multiple individuals, groups, programs and processes related to the grant scope and objectives
- Recruit and sustain multiple task forces, advisory groups and community stakeholders
- Building, leading and fostering cross-sector collaboration
- Assist with design, program development implementation and evaluation
- Ensure project is managed with tasks completed on time and within budget
- Manage and report expenses within budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress, including Principal Investigators bi-weekly
- Utilize industry best practices, techniques, and standards throughout entire project
- Monitor progress and in assistance to PIs make adjustments as needed

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Experience managing large projects
- Experience and expertise working on complex public health issues
- MA in Public Health preferred or related field or BA plus minimum of 5 years of public health or related field experience
- Proven ability to solve problems creatively
- Strong familiarity with project management tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Proficiency in Microsoft Office products including Outlook, PowerPoint, Word, Excel and Access

COMPENSATION: DOQ

APPLICATION PROCESS

- Please email cover letter and resume to dreidenberg@save.org. No phone calls, materials sent by mail or dropped off will be accepted or reviewed.