



**Job Description: Education Grant Project Manager**

**Application Deadline: December 15, 2018**

**Apply Here:** <https://app.smartsheet.com/b/form/8f0641b7493a4e87a23c1045066d9945>

**Job Summary:**

The Education Project Manager will be responsible for the successful management of deliverables as described within two multi-million dollar, complex grants awarded from the National Science Foundation, to include the planning phase, budgeting process, and workflow that support the education department of the Billion Oyster Project. The Education Project Manager will report to the Assistant Director of Education & Outreach. The Education Grant Project Manager will also work closely with Institutional Funding Officer, and the Director of Finance.

**Essential Functions:**

Responsibilities include, but not limited to:

- Ensure compliance with the rules and regulations established by the grantor; oversee special audits required by grantor.
- Perform functions of financial administration and reporting, together with the Institutional Funding Officer, to include drafting narrative reports on work progress and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and timely application for reimbursement.
- Oversee all aspects of project implementation and partner coordination for the lifetime of the project, including contracting of university and lab partners.
- Organize personnel meetings and maintain partner contacts.
- Coordinate professional development activities, and field expeditions, including the planning and organization of affiliated scientists in order to execute all requirements of the grant.
- Serve as a liaison with principals and other departments as needed to carry out grant deliverables.
- Monitor programs funded by grants to ensure compliance with grantor guidelines.
- Plan and work collaboratively with all personnel to meet objectives and deliverables on time. Ensures that these are well-documented and communicated.
- Direct ongoing purchasing activities.
- Plan and participate in meetings, discussion groups and appropriate events to promote project visibility. Engage in presentations on behalf of the project.
- Perform related work as required.

**Qualifications/Requirements:**

- BA Degree, 2 years work experience, Project Management Professional certification required
  - Proven work experience as a project manager.
  - Grant management principles and practices.
  - Excellent client facing and internal communication skills.
  - Excellent verbal and written communication skills.
  - Knowledge of grant management including accounting and financial reporting.
  - Strong time management and organizational skills.
- \*Familiarity with government grants is a plus

Salary will be commensurate with experience. Benefits include group health plan, generous vacation policy and an inspiring working environment on Governors Island in New York Harbor

Billion Oyster Project is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, creed, color, national origin, nationality, ancestry, age, marital status, sex, pregnancy, religion, affectional or sexual orientation, disability, citizenship, genetic information, veteran status, or any other category protected by applicable federal, state, and local laws.