Project Manager, Grants and Operations  
(Job Number: 92628BR)

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<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$55,510 - $75,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>July 14, 2023</td>
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**Job Description**

The project manager, grants and operations will be responsible for leading all team operations work and ensuring the team operates smoothly, efficiently and effectively. Reporting to the senior director the project manager will also oversee the effective monitoring and reporting for all team grants.

Highly effective organization, systems and structures management, attention to detail, communication and a collaborative approach are essential requirements for the role.

What is the Next Education Workforce? The Next Education Workforce starts with the conviction that, if we’re not getting the workforce or the learning outcomes we want, we need to redesign the profession, the workplace and how we prepare people for both.

We partner with schools and organizations to:

1. Provide all students with deeper and personalized learning by building teams of educators with distributed expertise and
2. Empower educators by developing better ways to enter the profession, specialize and advance

**Essential Duties**

Grant project management

- Create and monitor the Next Education Workforce grant dashboard.
- In partnership with the senior director, assign roles for all Next Education Workforce grants.
- Host kickoff meeting, regular status update meetings and grant reporting and outcomes meetings.
- Serve in the grant project manager role for all Next Education Workforce grants: coordinate grant deliverables and timelines, manage sub-awards, ensure grant funds are spent on-time and aligned to grant outcomes, track expenses and account reconciliation, obtain data sharing agreements.
- Meet with the grant owner to ensure effective grant management including strategic spending.
- Ensure on-time, high-quality grant report submissions.
- Partner with the senior research analyst to collect and report on grant outcomes data.
- Partner with senior program manager of communications and grant owners to write grant reports.
- Provide on-demand grant status updates to the executive director and senior directors as requested.
Team Operations

- Organize and manage the team Google site and document organization and norms
- Organize and/or prepare departmental administrative and financial reports; analyze, summarize and interpret information; recommend action to be taken.
- Arrange meetings, conferences and appointments
- Make necessary travel reservations and itineraries; determine and prepare background materials needed
- Represent the college/department and serves on various department and university committees. Interact and maintain liaison with students, faculty, staff and outside/community agencies in facilitating program objectives
- Act as a beacon of justice, equity, diversity, inclusion and belonging (JEDIB)

Fiscal management

- Review monthly account reconciliations and prepare headlines for executive director and senior directors.
- Manage team revenue streams: complete event revenue sheet, track costs versus revenue for each event.
- Controls expenditures in accordance with budget allocations;
- Advise and/or determine which expenditures are within the budget guidelines
- Process travel reimbursements, purchase of supplies, services, and equipment in accordance with established procurement and financial policies
- Serve in business operations role for all team events/professional offerings: track paid vs unpaid status, create invoices and collect all revenue
- Process school site visit revenue sharing invoices
- Create, send and process speaker agreements
- Process honorarium, travel booking and reimbursements for speaker
- Process invoices for event expenses such as venue, catering and materials
- Process all gift card requests
- Partner closely with the assistant director, LE business operations on fiscal management work

Consultant Support

- Manage set up, execution and payment of all consultant contracts
- Manage set up, execution and payment of all ASU MOUs for services the team provides outside organizations
- Create tracker to manage all consultant documentation and action steps to be shared with executive director and senior directors
- Serve as main business point of contact for all contractors

Events support

- Help support facilitation of in-person and virtual events, meetings or summits as needed

Minimum Qualifications

Bachelor’s degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and /or education from which comparable knowledge, skills and abilities have been achieved.
### Desired Qualifications
- Evidence of strong organization skills
- Experience in project management and project delivery
- Experience with data management
- Evidence of strong attention to detail
- Evidence of effective communication skills
- Experience collaborating with teams and stakeholders

### Working Environment
- Most activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Required to stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require the ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- May be required to perform tasks in the field within and/or across University campuses.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

### Department Statement
ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.

### ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)
Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. 92628BR