

**Job Title:** Broadband Implementation Project Manager

**Scope of Position:**

This role will provide oversight and leadership for securing broad-based stakeholder support and funding to inform the Board of Directors' decisions regarding achieving the Southern Tier Network's ("STN") strategic objectives. Define, develop and manage overall project scope, objectives, timeline, milestones, risk assessment, financial management and projections, communication, and change management plans. The individual will work closely with the existing STN management team and will report directly to a sub-committee of the STN Board.

**Day to Day Responsibilities:**

- Supervise, manage and perform the necessary process streams to bring all relevant stakeholders into the conversation regarding the value, benefits, and justification for providing high-speed broadband to unserved/underserved areas in our region.
- Working collaboratively with a Public Relations ("PR") firm retained by STN, create and communicate a shared "vision" of what a ubiquitous STN broadband network would look like.
- Serves as primary spokesperson and subject matter expert with regard to the Study objectives and results.
- Manage and direct project resources to expand the network use case in partnership with the PR firm.
- Serve as a central clearinghouse and coordination point for delivery of on-topic/targeted collateral materials and communication efforts.
- Create and maintain a comprehensive "database/inventory" of potential funding sources – municipal, county, regional, state, federal, and private entities.
- Coordinates with the Network Design Team and "Prime Contractor" to identify an implementation plan which is financially and operationally sustainable.
- Secures required resources and manages the funding request/grant writing process to secure the necessary capital to reach the identified unserved/underserved locations.
- Partners with Network Design Team and "Prime Contractor" to negotiate, develop, and manage funding grants to enable network construction and roll out as approved by the Board.
- Examines project uncertainties that may impact the project's success, identifying and analyzing the significant risks and recommending proactive work around or mitigation strategies.
- Escalates decisions and unresolved issues to appropriate STN/STC parties.
- Communicates project goals, objectives, key status information and overall impact of the project effectively with all key relevant stakeholders.

**Education/Years of Experience Required:**

- Bachelor's degree
- 5+ Years of relevant project management experience

**Required Skills:**

- Strong project management experience
- Knowledge and familiarity with the development and tracking of grant applications at the local, state, regional, and federal level
- Strong attention to detail
- Multi-tasking: able to prioritize and manage multiple activities
- Attitude: positive, can-do, self-starter
- Communications: effective one-on-one and team communications with all relevant area stakeholders – county legislators and officials, municipalities, Industrial Development Agencies, potential key anchor entities (e.g., utilities, school districts, hospitals and healthcare providers, enterprise users, etc.), and the STN Board
- Communications: ability to craft clear, crisp, cogent, and compelling oral and written communications
- Relationship Building: effectively and quickly builds good working relationships at all levels of the relevant area stakeholder organizations
- Creative and flexible: adapts well to changing circumstances
- Operates effectively under ambiguous, uncertain conditions
- Ability to work in matrixed environment - reports to a Special Committee of the STN Board
- Ability to determine what's most important; focus on "Vital Few" versus "Insignificant Many"
- Develops and utilizes appropriate metrics to determine project success
- Excel, Power Point, Word, SharePoint, etc.

**Desired Skills:**

- Broadband and Telecom experience
- Knowledge and experience in identifying and securing funding for Public/Private Partnerships
- Ability to leverage existing relationships with relevant area stakeholders
- Financial acumen – building business case financial statements in collaboration with STN's financial officer

**Soft Skills:**

- Team player: meets own requirements while supporting others
- Executive level communications: simple and concise messaging
- Customer-focused: drive to meet key customer requirements
- Listening: listens actively to promote understanding
- Initiative/work ethic: demonstrates initiative and a sense of urgency for achieving results
- Integrity: honest and open