Inclusive Economic Development, Project Manager

**New Growth Innovation Network** (NGIN) is a national network of economic development practitioners focused on inclusive economic growth and closing structural opportunity gaps, to ensure that people of color, women and neglected geographies are a core part of regional economic growth and prosperity.

NGIN is hiring an Inclusive Economic Development, Project Manager. The position acts as a project manager for multiple projects, with responsibilities for managing workplans, timelines and deliverables, identifying and mitigating programmatic risks, liaising with subawardees and donors on timelines and deliverables, summarizing project outcomes and preparing progress reports for donors. Additionally, this role supports NGIN operations and organizational administration. NGIN is seeking a detail-oriented individual with strong project management and organizational skills, an interest in inclusive economic growth and a willingness to learn about Federal Award guidelines.

**Responsibilities & Key Activities:**
- Develop and maintain specific work plans for key programmatic activities and priority deliverables
- Develop systems for tracking and ensuring team progress towards project work plans
- Liaise with NGIN team members on project progress
- Oversee data management systems for projects
- Support the development of program reports for donor, summarizing progress and performance
- Work closely with the finance partner on matching expenditures and project progress for reporting
- When contractors are used, support project team with procurement processes, ensuring compliance with Federal guidelines
- Coordinate project team meetings with donors and subawardees, including scheduling, hosting and agenda development

**About the Candidate:**
You have a firm commitment to inclusion and economic justice. You have the ability to think both critically and creatively. You are methodical, organized and can balance multiple projects concurrently. You enjoy building new skills and are comfortable as member of a team in a low-structure environment.
- 5+ years of relevant professional experience
- Comfortable working in a virtual environment in a team structure, taking initiative and ownership of projects, and managing complex timelines
- Ability to work across multiple projects, balancing timelines, and different communication styles
- Understanding of or willing to learn about Federal Award guidelines
- Strong written and oral communication skills

**To Apply:**
Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. Email your cover letter and résumé to innovate@newgrowth.org. Please specify the job you are applying for in the subject line of your email.