



JOB ANNOUNCEMENT – SENIOR PROJECT MANAGER (RESEARCH)

Full-Time, Salaried, 40 hours a week, Salary Range \$67,000-\$75,000 DOE

JOB DESCRIPTION

Sweet Grass Consulting is hiring a senior project manager to manage research based projects and tasks. The project manager is expected to manage projects as well as complete tasks on an as needed basis. Efficiency and quality of work are essential as well as the ability to take responsibility without supervision. Must be a detail-oriented person with the ability to learn quickly and complete tasks with little supervision. The senior project manager travels regularly with the approval of directors.

MINIMUM QUALIFICATIONS

- BA and 1-3 years of experience
- or 3-5 years of experience

JOB DESCRIPTION

- Managing several project(s) with oversight from directors
- Creating work plans with director review
- Lead collection, analysis, and reporting
- Frequent travel
- Project-based
- Communication with oversight and inclusion of principal/managing directors
- Assists principal/managing directors as needed

EXPECTATIONS

- Always willing to accept extra assignments without counting how much more work is ahead
- Takes pride in demonstrating dedication to the company through hard work
- Maintains a strong personal commitment to the company's goals
- Always ready to jump in and get the project done as expected
- Actively seeks the more challenging tasks and does them with ease
- Seeks opportunities to coach others on how to selflessly give the very best
- Never says "I can't" when any project is released even the tough, challenging ones
- Focuses on innovating new ideas on how to do more tasks easily
- Coaches other coworkers on how to utilize the supplied resources for the benefit of the company
- Carries an attitude of a winner everywhere, in every task given
- Emanates positivity on the job
- Understands the connection their work has on bettering the lives of the communities we serve
- Empowered to improve the company on social and environmental measures especially

PREFERRED CANDIDATES HAVE

- Experience with applied monitoring and evaluation methods
- Experience with qualitative and quantitative analysis software (MaxQDA, SPSS, etc.)
- Experience with online database systems (SalesForce, Outcome Tracker, etc.)
- Statistics background (bivariate, multivariate, confidence intervals, qui-squared)



SWEET GRASS
CONSULTING, LLC

IMPACT • RESEARCH • STRATEGY

970-412-5836 • 540-448-1826 • info@sweetgrassconsulting.net
1501 N. Cleveland Ave, Loveland, CO, 80538 • www.sweetgrassconsulting.net

- Experience with the following entities/organizations/groups:
 - Native American Tribes/Cultures
 - Community Development Financial Institutions
 - Community Development Corporations
 - Federal and Philanthropic Foundations (ANA, NAAF, FORD, BUSH, etc.)

Interested applicants should submit their CV/resume and a cover letter: directors@sweetgrassconsulting.net.
For more information on our firm and projects please visit: www.sweetgrassconsulting.net.