POSITION TITLE (NUMBER): Special Projects Manager

REPORTS TO: Chief Grants, Contracts & Program Management Officer

POSITION SUMMARY:
Reporting to the Chief Grants, Contracts & Program Management Officer (CGC&PMO), the Special Projects Manager manages program activities, as determined by SURA, both self-funded and externally funded. The incumbent will help to identify and develop potential new programs, and facilitate and sustain communication among and between SURA science communities and stakeholders.

MAJOR RESPONSIBILITIES:
- Under the supervision of the CGC&PMO, manages project resources for SURA’s collaborative research initiatives. Maintains close communication with colleagues in partnering organizations, sponsoring agents, and funding agencies.
- Works with the President and Principal Deputy to identify, develop and maintain associations and partnerships in the science communities that will benefit the SURA membership and enable collaborative opportunities.
- Supports the CGC&PMO in the preparation of grant and contract proposals for submission to funding sources. This includes support to develop proposals including budgets, obtain required certifications, institutional assurances and endorsements, etc.
- Once project funds are approved, ensures that SURA policies and procedures are in place to achieve project goals, including the monitoring of performance and the production and provision of periodic reports.
- Provides input to and develops documentation for projects, including subcontract work statements, strategic planning documents, white papers, meeting presentations and abstracts, program policies and procedures, final reports, etc.
- Develops and maintains content for the related program areas on SURA’s web site and social media platforms to serve as the primary portal for information dissemination regarding SURA and its activities.
- Supervises program administrators, student interns, consultants, or contractors who are part of a project team. Team members may be located onsite at federal research centers, SURA Headquarters, or elsewhere. Support staff maintenance efforts through recruiting, selecting, orienting, and training with program partners.
- Represents SURA in support of project teams in accordance with the grant or contract provisions.
- Performs other duties and assumes other responsibilities as assigned in support of SURA’s goals, objectives, and programmatic needs.

WORKING RELATIONSHIPS:
- President and Principal Deputy: Report progress on assigned projects and discuss initiatives to increase overall visibility and applicability within SURA science programs as requested.
Chief Grants, Contracts & Program Management Officer: Provide oversight and evaluation on execution of plans and write up reports and reviews for assigned projects and initiatives.

SURA Colleagues: Provide information about current and evolving science programs. Ensure that activities are coordinated among all SURA programs.

SURA Member Institutions and Corporate Partners: Communicate SURA science program collaborative and outreach opportunities and discover/develop new program activities.

SURA Program Participants: Support program plans, facilitate project working groups, and identify funding opportunities for SURA science initiatives.

DECISION-MAKING AUTHORITY:
Works within established SURA policies with latitude to develop plans and procedures to achieve program and project objectives.

Types of decisions made within the scope of this position:
- Development of teams and engagement of stakeholders for specific programs and grant opportunities.
- Development of communications to SURA stakeholder communities. Development of program reports to corporate partners and/or funding agencies for ongoing science initiatives.
- Development of external funding concepts and engagement of multi-institutional proposal teams. Prepares SURA responses to selected requests for proposals for grant and contract support.
- Prepares, evaluates, and recommends budgets and accompanying annual work plans associated with proposed activities.
- Provides day-to-day oversight and supervision of various science programs as identified by SURA.

Types of decisions referred to others:
- President and Principal Deputy: Major tactical, operational, strategic and financial decisions surrounding overall program direction and associated budgetary decisions.
- Chief Grants, Contracts & Program Management Officer: Strategic and/or financial decisions surrounding SURA initiatives.

EDUCATION:
- Bachelor’s degree in the physical sciences, engineering or related field, or project management; or equivalent combination of advanced education, experience, and training.

TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:
- At least five years experience in design, planning, deployment, operation and management within a physical science or technology environment, with demonstrated success in project facilitation, leadership and/or management. Experience working with, or in, federal science agencies is a plus.
- Experience supervising various levels of staff, preferably in person and remote. Proven ability to lead and direct staff to meet the organizations goals as well as promoting individual growth.
- Working knowledge of physical sciences and technologies, particularly related to the enabling of scientific advancements through the sharing of resources and expertise within distributed collaborative environments.

- Demonstrated ability to evaluate the impact of newly acquired knowledge and factor new understanding into activities in progress. Demonstrated ability to understand and explain scientific and engineering concepts from an end-user perspective.

- Demonstrated ability and experience in planning, organizing, prioritizing, coordinating, and facilitating activities with diverse internal staff and external collaborators. Ability to work independently while remaining supportive of team efforts and goals.

- Excellent interpersonal skills, discretion, judgment, organizational ability and initiative. Competency in problem solving, decision making, verbal and written communications, conflict resolution, and resource management.

REVIEWED BY: ___________________________________________ Date

APPROVED BY: ___________________________________________ Date

President