Position Title: Project Manager

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer/questioning, and other sexual orientations, people living with disabilities or mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a full-time Project Manager, with expertise in proposal management, to support business development activities including identifying, developing, and submitting funding applications to government and private clients. The Project Manager will also provide project management support to multiple small to medium-sized funded projects across the organization. In both roles, the Project Manager will collaborate with and lead teams of C4 staff and external stakeholders including subject matter experts, project directors and support staff, and multi-media developers and designers.

Responsibilities:

1. Assist the Senior Vice President in managing and directing all proposal efforts.
2. Work closely with multiple functional areas and subject matter experts to develop high-quality application documents.
3. Direct and manage editorial and quality review processes.
4. Ensure proposal requirements are adequately addressed and compliant with the funding opportunity.
5. Assertively monitor and track proposal progress through a detailed project plan.
6. Mentor and manage the activities of proposal support staff.
7. Coordinate internal resources and external parties for the flawless execution of assigned projects.
8. Ensure that assigned projects are delivered on time, within scope and within budget.
9. In conjunction with a Project Director/Principal Investigator, successfully manage the relationship with the client and all stakeholders.
10. Create and maintain comprehensive project documentation for assigned projects.
Requirements:
- Bachelor’s degree in management, administration, human services, or related field.
- Master’s degree and/or certification in project management a plus.
- 3-5 years experience supporting the development of federal and state government proposals.
- Excellent verbal and written communication skills with ability to lead, facilitate, and participate in collaborative partnerships internal and external to C4.
- Comfort with and interest in social sciences, human services, research/evaluation, communications, homelessness, and poverty.

Skills:
- Leadership, ability to keep staff motivated, resolve conflicts, and meet deadlines.
- Time management, ability to multi-task working with senior management, staff, subcontractors, vendors, partners, and clients.
- Ability to develop and manage budgets.
- Analytical, ability to analyze data in order to solve problems that arise.
- Communication, excellent client-facing and internal communication skills, and excellent writing and editing skills.
- Attention to detail, the ability to develop documents with a high degree of accuracy and minimal oversight.
- Flexibility, to adjust work schedule to accommodate deadlines.

Location: The Center for Social Innovation’s main office is in Needham, Massachusetts. We also have employees living across the U.S. The position is a Massachusetts-based position.

Salary range: $50,000-$70,000

To apply, please send a cover letter, salary requirements, and resume with “Project Manager” in the subject line to Human Resources at apply@center4si.com.