

## **Project Manager/Senior Project Manager – Center for Indian Country Development**

### Background

The Federal Reserve Bank of Minneapolis recently established the Center for Indian Country Development (CICD), whose mission is to help American Indians communities attain their economic goals and thus improve economic and community well-being throughout Indian Country. The CICD accomplishes its mission by building relationships, convening thought leaders, and conducting research concerning economic and community development in American Indian communities. As part of its five-year strategic plan, the CICD intends to focus on four particular areas: land, business and entrepreneurship, education, and homeownership. The CICD seeks support for this work in designing diverse programs and initiatives related to Indian Country community and economic development in the district and nationally.

### Description of the Position

The incumbent generally will (1) work across disciplines to increase the CICD's reach and relationships with diverse stakeholders, including tribal, state, and federal governments, lending institutions, and philanthropic organizations, (2) design, participate in, and lead a variety of projects and assignments aligned with the CICD's strategic plan, including planning meetings and conferences, analyzing data and academic and policy reports, writing articles and blogs, and interfacing with community development-related groups and organizations, and (3) coordinate and communicate the work of the CICD effectively across diverse cultures and organizations.

### Competencies

The successful candidate will have at least 2 years of project management experience, preferably in the area of economic and community development policy. The candidate will demonstrate a keen interest in the CICD's mission and strong experience with American Indian communities.

The candidate also will have the ability to organize meetings, lead and build teams, manage multiple assignments, meet critical deadlines, write reports and blogs, develop engagement strategies, and engage professionally with CICD partners and cohorts. Proven management and critical thinking skills are essential, and excellent written and oral communication skills are a must. The ability to conduct oneself, at all times, with integrity, honesty, and respect for every employee is paramount.

Supports the CICD as follows:

Manages all aspects of a project or assignment.

Coordinates activities of a project team, determines and acquires appropriate resources needed, develops project plan, plans and schedules meetings and events for the CICD and the Bank, including meetings and communications with the CICD's Leadership Council and Internal Partners' Committee.

Prepares project proposals and plans, cost estimates, budget projections, resource requirements, reports, and other documentation in support of the activities of the Co-Directors and CICD.

Provides analytical and decision-making support to management on assignments and proposals using cost/benefit frameworks, system design and other quantitative techniques.

Manages communications, including social platforms, and develops new channels to grow social media presence. Supports the CICD's internal and external website, calendars, and contacts database. Plans and coordinates production of publications and online updates in a timely manner. Arranges for use of the preferred technologies to manage the flow of publications to print, web and digital media formats.

Writes, edits, and researches various types of articles, papers, and blog posts for inclusion in online publications, and coordinates, assists in, or conducts the creation of art work, photographs, layout and other elements of publications.

Participates in Department, Bank, FRS and/or federal agency project teams, task forces, and work groups. Conducts or assists in special assignments, studies, and analyses; assumes leadership roles as assigned.

Analyzes and assists in the review of business functions and operational process improvements and/or enhancements. Tests, trains, and completes implementations, which may include coordinating activities such as developing plans, completing risk assessments, assigning tasks, monitoring and reporting progress, and preparing necessary communications.

Assists in the development of annual CICD reports.

Provides training to staff.

Performs other duties as assigned.

**Qualifications:**

Bachelor's degree in a related field or equivalent combination of education and experience. Project management certification preferred.

Minimum 2 years of project management experience (4 years of experience required for the senior level).

Demonstrated knowledge and experience with American Indian communities.

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