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

Background
The Center for Indian Country Development (CICD) of the Federal Reserve Bank of Minneapolis is building its capacity to harness diverse forms of facts and knowledge in service of Native communities across the country. This means we take a "both/and" approach—valuing scientific evidence, fact-based analysis, and independent data, as well as the contextual knowledge that comes different cultures, vantage points, and engagement.

Our small and high-performing team encourages continuous learning and improvement across a wide array of program interests. Our staff enjoy excellent benefits and appreciate the chance to take on meaningful work alongside caring, talented colleagues in a beautiful location.

Description of the Position
The incumbent will support the CICD's mission of supporting the prosperity of Native Nations through actionable research and community collaboration in the following ways: (1) work across the disciplines of policy analysis, economic development, and community engagement and reach diverse stakeholders, including tribal, state, and federal governments, lending institutions, and NGOs; and (2) lead an array of projects and assignments, plan meetings and conferences, analyze data and academic and policy reports, write articles and blogs.

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 have extensive knowledge of and 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 with integrity, honesty, and respect for every employee is paramount.

Supports the CICD as follows:

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 leading the coordination efforts of the National Native Homeownership Coalition. Prepares project proposals and plans, cost estimates, budget projections, resource requirements, reports, and other documentation in support of the activities of the 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.

Supports the CICD's communications, including internal and external website and contacts database and social platforms, develops new channels to enhance the CICD's social media presence, and prepares necessary communications.

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.

Performs other duties as assigned.

Minimum Qualifications:
Bachelor`s degree in a related field or equivalent combination of education and experience.

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

Demonstrated knowledge and experience with American Indian communities.

To apply for the position, please visit our website at www.minneapolisfed.org

Navigate to Careers > Search Jobs > Select Project Manager/Sr. Project Manager – Center for Indian Country Development. Please note that you will need to create an account to apply for the position.