

Project Manager Tufts University

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Posted Jul. 10, 2024, set to expire Dec. 31, 2024

Job Title	Project Manager
Department	Mission is the OCEAN
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Research Scientist/Associate Director/Manager
Academic Field(s)	Ocean Engineering Engineering - Other
Job Website	https://jobs.tufts.edu/jobs/20688?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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A fulltime Project Manager (PM) is sought to support a recently funded multi-institutional project from the National Science Foundation (NSF); the lead organization for this NSF project is Tufts University. This position will be filled as soon as a suitable candidate is selected, and this position is funded by NSF through February 28, 2026. The research team will be seeking additional funding to support the continuation of this position and the addition of new and more senior positions. The remainder of this note presents information on the funded project, responsibilities of the PM, and the nature of this opportunity for those who may be interested in this position.

What You'll Do

The research team “MOCEAN (Mission is the OCEAN)” team is supported by NSF to develop a strategic plan and grow an innovation community to advance the Nature-Inclusive Design (NID) and operation of multi-purpose offshore wind energy farms; see <https://m-ocean.org> The objective of MOCEAN is to improve ocean health, increase fishing stocks, create a broader new blue economy, and bring benefits to communities that have the most to gain (or lose) from the energy transition and the effects of a changing climate. Those engaged through MOCEAN include researchers, educators, scientists, community leaders, industry, suppliers, economic development organizations, aquariums, regulators, asset managers, state policymakers, bluetech innovators, justice advocates, entrepreneurship supporters, clean energy organizations, and environmentalists. The Core Team directly funded by this award are Tufts University, the Woods Hole Oceanographic Institution, the New England Aquarium, SeaAhead, UMass-Boston, and Rutgers University

What We're Looking For

The responsibilities of the Project Manager will be to co-lead MOCEAN, which includes organizing meetings, workshops, webinars, and other events (online, in-person, and hybrid) as well as documents and other materials. The PM will report to Dan Kuchma from Tufts University, who is the Principal Investigator for the NSF award. In addition to co-organizing events, meetings, and materials, key responsibilities of the PM include:

- Co-develop the goals, strategies, and plans for growing the MOCEAN initiative
- Applies advanced subject matter knowledge and experience to help guide project activities
- Implements project plans and manages resources
- Identify and lead, co-lead, and support the development of new proposals
- Represent MOCEAN in discussions with stakeholder groups, sponsors, and potential sponsors
- Be the Executive Administrator responsible for all administrative and operational aspects

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- Be responsible for co-managing the budget, as well as for budgetary tracking, expense reimbursement, and interfacing with the various university research offices to ensure project financing and tracking
 - Develop and manage external communications, outreach, and social media presence, including maintaining and improving the MOCEAN website (m-ocean.org)
 - Maintain digital library of all MOCEAN documents, presentations, and other project materials
 - Be the primary point of communication/organization among MOCEAN Core Team members; with partnering organizations in government, academia and industry
 - Organize and deliver the various meeting logistics and operations

It is anticipated that candidates will need a Masters Degree along with at least with 5-7 years of experience to fulfill the responsibilities of the position.

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact