



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23 – 053

Opening Date: Friday, March 31, 2023

Closing Date: Friday, April 14, 2023

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| POSITION TITLE: | Project Manager (Grants) |
| DEPARTMENT: | Executive Director/Grants Office |
| LOCATION: | Saipan, Northern Marianas Islands, USA |
| ANNUAL SALARY: | \$65,000.00 - \$85,000.00 per annum, Exempt |
| CONTRACT: | Contracted |
| POSITION(S): | One (1) |

The Commonwealth Utilities Corporation (“CUC”) is seeking for a qualified Project Manager. Under the direct supervision of the Executive Director or his/her designee the responsibilities will be as follows:

Duties:

- Manage employees by providing appropriate direction and ongoing feedback, delegating tasks, prioritizing work, and conducting performance reviews.
- Participate in monthly, taking notes and tracking action items.
- Lead weekly grant project meetings and provide updates on grant project status, next steps, and recommendations.
- Complete weekly project status briefings for the Executive Director
- Assist in the development of spreadsheets to track possible funding sources for clients.
- Identify any necessary research.
- Develop and manage deadline-based checklists based on funding solicitation requirements.
- Communicate effectively and respond to email in a timely fashion.
- Coordinate the communications schedule and set up client meetings.
- Hold grant writing team accountable for interim and final deadlines.
- Guide the grant writers in developing the necessary content for the grant application on time by answering questions, reviewing language, interpreting requirements, and advocating for their needs.
- Compile grant forms accurately and on time per funder requirements.
- Develop and format grant budgets, narratives, and other supporting application documents.
- Create templates for clients (letters, Memoranda of Understanding, etc.)
- Monitor all grant materials and request changes to ensure that they strictly adhere to funder requirements.
- Coordinate quality control checks and review all grant materials.
- Package and submit properly completed and timely grant applications per funders’ requirements.
- Consult with funder program officers as needed.
- Attend webinars and trainings and report findings back to the Executive Director
- Keep the team up-to-date on project progress, and report any delays in a timely fashion
- Ensure that all application documents are uploaded and filed on SharePoint upon completion.
- Assist in any post-award grant revisions and conduct debrief to share feedback on unfunded grants.
- Other tasks to support the grant writers, staff, and clients as necessary.
- Perform other duties of a similar nature and level as assigned.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.

Minimum Requirements:

Education: Bachelor's degree in business administration, Public Administration or directly related field and 6 years of grants related work experience and 3 years of management experience preferably in grants management; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Human Resource principles and practices; Program administration principles; Customer service principles; Mathematical concepts; Research methods; Database and records management principles; Modern office technology.

Skill In: Interpreting and applying applicable laws, codes, regulations and standards; Administering and monitoring programs, policies and processes; Coordinating the implementation of human resource services; Researching and analyzing program-related data and resource information; Providing customer service; Interpreting policies and providing relevant information and guidance; Prioritizing work in order to meet time-sensitive program deadlines; Tracking and auditing data, forms, records and documentation; Preparing reports, correspondence, and program support materials; Updating and maintaining information systems and confidential records; Coordinating and assisting with projects; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

Licensing:

- Valid CNMI Driver's License with appropriate class.

Physical Demands:

- Occasional lifting of objects, Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

All applicants may be tested, and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org