



**Position Title: Project Manager**

**Start Date: ASAP**

**Position Summary:** The Project Manager position at Heterodox Academy, a non-profit organization, is a detail-oriented, timeline-driven person that manages multiple grant-funded research projects, and manages HxA's internal metrics and impact measures. The individual must be a driven organizer, with the ability to motivate and encourage team members to perform high-quality work to deadline. The Project Manager is responsible for coordinating timelines, preparing grant reports, and advancing deliverables. The Project Manager works closely with others on the HxA Team to fulfill the promise and potential of our largest grant, and to ensure our organization can holistically measure and demonstrate the impact of our work.

**Specific grant management duties include:**

- Successfully manage delivery of all project requirements for a three-year, \$2.8M grant;
- Develop and maintain a detailed project plan to track grant progress;
- Ensure that all projects are delivered on-time, within scope and within budget;
- Maintain Templeton budget plans and records of contracts related to the grant, and work with Operations to track related receipts and invoices;
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs;
- Measure project performance using appropriate metrics, systems, tools and techniques;
- Escalate changes to projects as necessary, including changes that impact other projects and grant deliverables;
- Manage relationships with various stakeholders including administrative contact of the grant funder, external evaluation team, various academic institutions, academic researcher collaborators, and others;
- Support Project Leads by providing information on allocated funding, identifying areas where resources are needed, and providing understanding on funder and external evaluator requirements;
- Create, maintain, and distribute comprehensive project documentation;
- Other duties as required.

**Specific Non-Templeton duties include:**

- Manage HxA's monthly metrics, ensure all metrics are input accurately and consistently by appropriate team members, report on performance indicators, and escalate issues with metrics to the Executive Director;
- Collaborate with HxA's Leadership Team annually to update the organization's logic model;
- Participate in annual strategic planning process as necessary;
- Manage HxA's annual external evaluations, including the development of impact measures;
- Manage the annual Open Inquiry Awards program;
- Other duties as required.

**Required Qualifications:**

- Bachelor's degree strongly preferred, although an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities will be considered;
- At least three years of related experience as a project manager or coordinator, preferably with experience in an academic research environment and/or non-profit;
- Excellent written and verbal communication skills, and the ability to tailor those skills to a variety of different audiences;



- Work well under pressure; ability to prioritize amongst multiple, competing responsibilities, and have exceptional time-management skills;
- Service-oriented and a team player; display positive “can-do” attitude;
- Keen attention to detail;
- Ability to exercise good judgement and independent decision making;
- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business, Salesforce (or similar database);
- Expert in Asana or another project management software, using Gantt charts and dependencies;
- PMP certification is a plus;
- Prior work in the academic world and/or a non-profit organization a plus.

Duties are performed independently and involve planning, attention to detail, initiative, and follow-through. Work is performed without close review and involves knowledge of the organization, its interests, partners, and team, and the exercise of frequent independent judgement in making administrative decisions.

This full-time, at-will position starts immediately. While most hours will be scheduled during the work week, for the right candidate we are happy to offer a good deal of flexibility in terms of when they will need to be online. Some evening or weekend hours may be required to support high-profile events.

**Knowledge, Skills, and Dispositions:** You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.
- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.



**Reports To:** Director of Programs

**Direct Reports:** None

**Location:** Remote

**Position Type:** Regular, full-time, exempt

**Salary and Benefits:** \$70,000 – \$75,000 annually

HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;
- A significant health insurance contribution for employees and their families;
- A retirement plan with company matching;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

**How to apply:** HxA is working with Your Other Half Solutions for this hire. Please [click here to apply](#).

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 5,000 professors, administrators, and graduate students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.