

Applicant View of Posting

Position Information

Position Title	Professional Faculty
Job Title	Project Manager
Appointment Type	Administrative/Professional Faculty
Job Location	Corvallis
Department	College of Business Dept 271000 BUS
Position Summary	<p>The College of Business is recruiting for a Project Manager for the Ties to the Land (T3L) Initiative. This is a 12-month, fixed-term, full-time (1.00 FTE) professional faculty position.</p> <p>The Project Manager is responsible for developing and implementing the Ties to the Land (T3L) Initiative with the goal of becoming the leading teaching and learning resource in intergenerational transfer, succession planning, and related topics for land-based family businesses. This position is in the College of Business Austin Family Business Program (AFBP), and works with collaborating partners The College of Forestry and OSU Extension Services.</p> <p>The Project Manager works collaboratively with individuals, landowner organizations, Extension Service Programs, government agencies, and non-profit groups and others at the national, state and local level to provide national leadership in developing and delivering educational programs and materials for woodland and other land-based family businesses, professional service providers, and educators in order to help families meet their objectives, keeping more land in family ownership and in working woods and landscapes.</p> <p>The Project manager will be familiar with the forestry sector in general, and with private family woodland ownership in particular. The candidate should have an understanding of the situation or issues of small woodland owners in one or more states or regions, and be familiar with landowner organizations, other groups and agencies such as Extension that are involved at local, state, or national levels in providing leadership and education to the private family forest landowner community.</p> <p>The project manager will have outstanding communication and organizational skills and be able to work well independently, under the guidance of the Director of the Austin Family Business Program, the Operating Committee and Board of Directors to develop the governance and operational infrastructure of the Initiative, and coordinate the daily work of the Initiative.</p> <p>The Project Manager works with a broad group of partners to develop a distribution structure for delivery and support of the Ties to the Land curriculum nationwide. The Project Manager has responsibility to maintain a database of program cooperators and participants, to be used to assess and report on the outcomes and impacts of the Initiative.</p> <p>Research opportunities in support of the program exist and will be</p>

encouraged. The Project Manager is involved in pursuing new sources of funding and developing new educational materials for the Initiative.

The Project Manager manages the operational functions of the T3L Initiative including: marketing, public relations, outreach activities, events/program planning, publications, contracts, as well as sponsors, board members, and vendor relations; oversees budget; assists in implementing the program's vision, strategies, goals, and tactical plans and supports fund raising activities. The position reports to the College of Business' Director of the Austin Family Business Program.

Position Duties

30% --Project Administration

- Develop an administrative structure to support the national rollout of the Ties to the Land curriculum
- Prepare and manage budget
- Plan, conduct, and attend meetings and programs with partners and family forest owners
- Plan board meetings and communications
- Organize and follow through with logistical details for programs to assure completion of activities
- Complete forms, summaries, and reports on operations
- Prepare and manage budget
- Reporting and assessment for internal and external audiences
- Serve as a member of the AFBP leadership team
- Participating, writing, and submitting grant proposals

50% --Project Outreach

- Plan and develop national distribution system for Ties to the Land Initiative
- Build and manage a national database of family forest owners
- Share research and assessment with stakeholders and educational communities
- Develop and manage targeted marketing efforts
- Plan, conduct, and attend meetings and programs with partners and family forest owners
- Establish a viable network of high impact strategic partners and a national network of stakeholders to support Ties to the Land Initiative
- Build a national network of stakeholders to support T3L initiatives
- Train partners to use the T3L materials
- Travel is required and may be frequent at times
- Responsible for developing and maintaining T3L website
- Manage sales of project publications
- Manage customer support

10% -- Supervision

- Provides leadership, supervision, and direction for assigned project staff
- Plans, assigns, and reviews work, establishes goals for each position and assess performance through completion of evaluations

5% --Development and fund raising

- Works with Director of the Austin Family Business Program and board to raise funds to sustain the program beyond seed funding and to develop new initiatives

5% -Service

- Serve on departmental, college, and university committees as requested and agreed.
- Maintain active membership in appropriate professional associations and participate in professional activities as requested and agreed.

Position Duties (continued):

Minimum Qualifications	Typically requires Bachelor's degree in field appropriate to the work assigned; or an equivalent combination of education and experience. Please see "Additional Required Qualifications for this position."
Additional Required Qualifications	<ul style="list-style-type: none"> - Bachelor's degree in a forestry related field and one year of professional experience in assigned functional area(s); - Exceptional interpersonal communication skills - Strong written skills - Forestry and landowner experience - Ability to work with a range of clients including national leaders and forest families - Proven ability to develop action plans, execute, and follow up - Experience working with the forest industry or forestry association
Preferred Qualifications	<p>Master's degree in a forestry related field</p> <p>A demonstrable commitment to promoting and enhancing diversity.</p>
Scholarly Outcomes for Position (academic faculty)	NA
Internal or External Search	External - open to all qualified applicants
Posting Date	02-09-2009
For Full Consideration Date	
Closing Date	03-09-2009
Recommended Full-Time Pay Range	Salary is commensurate with education and experience.
Commitment to promote and enhance diversity is	A preferred qualification
Required Applicant Documents	<p>Resume/Vita</p> <p>Cover Letter</p>
Optional Applicant Documents	<p>Other Document</p> <p>Veterans: Proof of Honorable Discharge</p>
Special Instructions to Applicants	<p>When applying you will be required to attach the following electronic documents:</p> <ol style="list-style-type: none"> 1) Resume/Vitae 2) Cover Letter/Letter of application 3) Names, phone numbers, and email addresses of at least 3 professional references (Upload as Other Document if not included with your resume/vitae) <p>For questions regarding the position, contact Robin Klemm robin.klemm@oregonstate.edu or 541-737-6017.</p> <p>OSU is an Affirmative Action / Equal Opportunity Employer</p>
Preview of Posting Specific Questions	
Posting Number	0003864