

## Assistant Project Manager

### Organization

The Stephen & Laurel Brown Foundation (SLBF) serves the University of Wisconsin and Madison communities by curating experiences of Christian thinking, being, and doing for personal transformation and the life of the world. The SLBF now manages an annual budget of \$3 million, has over 25 team members, and oversees growing initiatives such as The Lumen Center, the Academy, the Fellows Program, and Upper House Commons.

Based in University Square in the heart of the University of Wisconsin (Madison) campus at Upper House, the SLBF provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the SLBF works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with university departments, centers, and institutes. The Foundation also offers its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, team building, and leadership development purposes.

### Position

The Assistant Project Manager position is a full-time administrative role in support of (1) the recently awarded SLBF John Templeton Foundation Grant Project “Higher Pursuits 2.0: Enlarging the Impact of the Christian Study Center Movement” (HPP 2.0), and (2) general administration and project support in other dimensions of SLBF’s work. This role reports directly to the HPP 2.0 Project Manager. Duties include the following areas: (1) Administration of grant objectives, (2) assisting the Grant Administrator with the project budget, and (3) other administrative duties and project management tasks as needed by the organization.

### Responsibilities:

#### Administration of the HPP 2.0 Objectives (60%)

- Participate in the strategic planning and implementation process of the HPP 2.0 grant including overall grant administration and support for SLBF’s subgrant project.
- Overall Grant Administration:
  - Assist with the subgrant application process including facilitating the Request for Proposal (RFP) process, the subsequent RFP reviews, and final subgrant award decisions to partnering Christian study centers.
  - In collaboration with the Project Manager, articulate goals and deadlines for subgrantees handling both the communication and potential questions that might arise.
  - Set up regularly scheduled virtual meetings (collaborative and individual) between the Grant’s Project Manager and Project Consultant. Attend collaborative meetings and document proceedings and next steps.
  - Participate in planning all aspects of grant workshops and leaders’ retreats.
  - Oversee the guest experience for HPP 2.0 events, seminars, groups, and gatherings.

## **Assistant Project Manager**

- Assist in HPP 2.0 events and gatherings by directly supporting the program objectives including, but not limited to purpose, event capacity, food and drink offerings, room design, methods of audience engagement, supporting materials, follow-up communications, etc.
- Coordinate travel arrangements, including lodging, travel, itinerary, and special accommodations for speakers/special guests and grant participants.
- Coordinate with the SLBF Hospitality Manager to align HPP 2.0 programming, event support, and space usage with broader SLBF goals.
- Monitor outside subgrantee reporting processes ensuring timely report submittals to UH.
- Coordinate the creation of JTF-required Progress Reports and Update Reports ensuring that they are submitted by stated grant deadlines.
  - Track and regularly report on Output/Outcome progress to the HPP 2.0 Project Manager.
  - Monitor grant budgets to help the team meet the project's financial requirements.
  - Support the Director of Administration in completing periodically required Expenditure Responsibility Reports to JTF.
- Upper House HPP 2.0 Subgrant support:
  - Provide administrative support to the Project Manager for the requirements of the Upper House subgrant project including organization of annual summer seminars related to the subgrant as specified in the subgrant proposal.
  - Organize and maintain all subgrant project documents.
  - Track and report project updates as needed.

### General Administration and Project Support (35%)

- Provide ad hoc general administrative and project support to the following initiatives:
  - Upper House Academy and Lumen Center as needed by the organization including planning and programming support.
  - Upper House Commons events and gatherings as needed by directly supporting Program Curators regarding all aspects of event execution.

### Personal and Professional Growth (5%)

- Under the direction of supervision of the HPP 2.0 Project Manager, attend educational and ministry-related training that offers renewal and growth opportunities.

### **Qualifications**

- Commitment to the Lordship of Christ over all dimensions of life and a high level of spiritual maturity.
- Commitment to university-oriented ministry attending to all university stakeholders.
- Demonstrated ability to maintain a high level of confidentiality.
- Strong attention to detail and ability to prioritize work to achieve deadlines.
- Excellent writing/editing, spreadsheet, and verbal communication skills.

## **Assistant Project Manager**

- Ability to self-initiate, self-monitor, and work effectively in a dynamic setting.
- Willingness and desire to engage with a broad array of university and community members and serve as a positive role model.
- Ability to assess problems and ask meaningful and relevant questions to understand the issues and potential causes.
- Familiarity with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Ability to work independently as well as within a team environment
- At least three years of experience working in project management and/or general administration.