



AdvanceNC Project Manager (Full-Time)

Position Title: AdvanceNC Project Manager

Position Summary

The AdvanceNC Project Manager provides project management and coordination for AdvanceNC initiatives designed to strengthen advanced manufacturing and workforce development programs across participating colleges and workforce partners. This position works closely with the AdvanceNC Director, consortium partners, and industry stakeholders to plan, implement, and monitor collaborative initiatives that support program growth, jobseeker / student recruitment, and industry engagement.

During the first 18 months, the Project Manager will work closely with the Bank of America Leader on Loan and the AdvanceNC Director to support strategic planning and implementation efforts aimed at transitioning AdvanceNC toward a sustainable operational and funding model. This includes coordinating planning activities, managing project timelines and deliverables, and supporting stakeholder engagement across the AdvanceNC collaborative.

Essential Duties and Responsibilities

AdvanceNC Sustainability Initiative (First 18 Months)

During the first 18 months, the Project Manager will support the AdvanceNC Sustainability Initiative in collaboration with the Bank of America Leader on Loan and the AdvanceNC Director. Responsibilities include:

- Providing project management support for sustainability planning efforts and strategic initiatives.
- Coordinating planning activities aimed at transitioning AdvanceNC toward a sustainable operational and funding model.
- Developing and managing project plans, timelines, deliverables, and tracking progress related to sustainability initiatives.
- Coordinating meetings and collaborative sessions with consortium members, industry partners, and stakeholders to gather input and support planning efforts.
- Supporting the collection, organization, and analysis of data, documentation, and stakeholder feedback to inform planning and decision-making.
- Assisting with documentation of recommended operational structures, partnership strategies, and potential funding approaches for long-term sustainability.
- Maintaining clear communication and coordination among collaborative members and partners.

Following the initial 18-month period, the Project Manager will continue supporting the implementation and coordination of AdvanceNC initiatives within the established sustainable framework.

Project Management and Coordination

- Provide project management support for AdvanceNC initiatives and collaborative activities.
- Work with the AdvanceNC Director to develop and manage project plans, including scope, objectives, timelines, resource allocation, and documentation of results.
- Establish and manage project schedules, milestones, and deliverables to ensure projects remain on track.
- Coordinate project resources, including personnel, equipment, and budget considerations, and support management of active grants associated with AdvanceNC initiatives.

Collaboration and Stakeholder Engagement

- Coordinate with consortium members, industry partners, and stakeholders to ensure alignment of project goals and objectives.
- Facilitate meetings, workshops, and collaborative sessions to support project progress and engagement.
- Serve as a central point of coordination among participating colleges, partners, and program leadership.

Project Monitoring and Reporting

- Maintain project documentation including plans, reports, meeting summaries, and communications.
- Track project progress, milestones, deliverables, and requirements related to any active AdvanceNC grants.
- Collect and organize data and information needed for program updates, evaluation, and grant reporting.
- Assist in preparing reports, summaries, and presentations related to AdvanceNC initiatives.

Program Support

- Assist with planning and coordination of collaborative initiatives, events, and workforce development activities.
- Support communication and information sharing across consortium members and stakeholders.
- Monitor activities to ensure alignment with program objectives and applicable policies.

Required Qualifications

- Bachelor's degree in business administration, project management, education, workforce development, or a related field; or 10 years of relevant experience.
- Experience managing projects or coordinating multi-partner initiatives.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with multiple stakeholders and partner organizations.
- Proficiency with Microsoft Office or similar productivity tools.

Preferred Qualifications

- PMP Certification.
- Experience working in higher education, workforce development, or economic development programs.
- Experience coordinating grant-funded projects or consortium initiatives.
- Familiarity with advanced manufacturing, engineering technology, or related workforce sectors.

Working Conditions

- Some travel to partner colleges, meetings, and events.
- Occasional evening or weekend work may be necessary for meetings or special events.
- Hybrid/remote options open for consideration.

**This is a 2-year position contingent on grant funding*

Interested applicants or contractors should email resumes to

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