



## **PROJECT MANAGER, PROGRAM STRATEGY (3 positions)**

USB seeks an individual to join its Strategy Team. This individual will support USB's Board committees with project management, meeting planning, program/project evaluation, quality control, portfolio/project management and reporting and associated contracting processes.

### **Responsibilities:**

- Support board committees and the USB strategy team with planning, execution, maintenance, quality control and continuous improvement of the Portfolio Development Process.
- Compose requests for changes and approval for new projects and project updates.
- Enter data into USB's portfolio/project management system, provide quality control for the system and continuously improve it.
- Manage information, dashboards, reporting and evaluation of programs and processes for USB investments.
- Support contract negotiation, execution and oversight of investments improved by the board.
- Develop and implement efficient project management processes and procedures as needed.
- Support project execution and compliance with USDA-AMS marketing and communication guidelines.
- Ensure quality control in presentations, written materials and USB investment outcomes against the strategic plan.

### **Required Experience and Qualifications:**

- Bachelor's degree in business management, project management, agriculture, or a related field.
- 5+ years of experience in project management or data analytics.
- Project Management Professional (PMP) certification (preferred).

### **Salary and Benefits:**

- Competitive salary based upon qualifications and experience.
- Health, vision, and dental insurance.
- Competitive retirement plan.

