



## **POSITION ANNOUNCEMENT: Deputy Project Manager GRFP**

### **Position Overview**

Lux Consulting Group, Inc. (Lux) seeks an experienced Deputy Project Manager. Under supervision of the Project Corporate Monitor and /or Project Director, this position will provide oversight of the project management and planning, schedule management, quality assurance and control and assist with overall risk management for the NSF GRFP contract. The Deputy Project Manager will work with the PD, staff and the client to ensure optimal level of performance and customer satisfaction according to Lux's policies, practices and procedures

### **Essential Functions**

- Project Management Office oversight for Lux
- Provides overall project quality control related to schedule, costs, risk, issues, communication, and deliverables for Lux
- Evaluates project team performance
- Manages overall project team in support of Project Manager
- Support the development of Project Management Plan (PMP)
- Supports the development and maintenance of project schedule
- Conducts Risk and Issue Management
- Secondary POC for COR
- Participates in weekly/biweekly status meetings with COR
- Provides meeting agendas and maintains meeting notes as appropriate
- Meets w/team daily for stand up meetings or as needed
- Supports the creation and development of project status and project performance reports
- Supports the development of Monthly Technical and Financial Program Reports
- Supports the development of Annual Technical and Financial Report
- Analyzes application and evaluation cycle to identify efficiencies and continuous improvements
- Overseeing the management of the GRFP Operations Center
- Oversees the evaluations and applications processes

## Minimum Qualifications

- **Bachelor's degree and/or 10 years equivalent experience managing Federal projects. Masters or PhD preferred.**
- **A science or education background is preferred.**
- Demonstrated familiarity with principles and procedures for Project Management.
- Knowledge and use of Project Management tools (i.e. Microsoft Project, Excel).
- Knowledge and Experience with the Grant Review process.
- Ability to track and respond accordingly to all issues related to the grant review process.
- Excellent leadership skills.
- Ability to utilize quality control techniques.
- Demonstrated monitoring skills to assess performance of self, subordinates and review teams.
- Demonstrated critical thinking and problem solving skills.
- Maintain confidentiality of information.
- Good written and oral communication skills.
- Excellent organization and detail-oriented skills.
- Ability to coordinate and prioritize multiple tasks in a fast-paced environment.
- Demonstrated excellent professional demeanor.
- Computer proficiency in Word, Excel, and Outlook.
- Some evening and weekend hours are required.

**Job Type: Full Time, Remote**

**Salary:** 95k - 115k

## What We Offer

- A fun, dynamic working environment with an energetic and diverse team.
- An inclusive culture where everyone is welcome.
- Competitive compensation commensurate with experience.

- Medical, Dental and Vision coverage.
- Short & Long Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 3 months of employment).
- Paid Time Off (PTO)- Full Time Accrual.

## **EEO**

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

## **Lux Consulting Group, Inc.**

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer.

## **How To Apply**

Interested candidates should submit a resume, references, and cover letter addressed to Mr. Leonard Boyd, President and CEO, at [HR@luxcg.com](mailto:HR@luxcg.com). The cover letter should include the name of the position and start date availability. *Please note: Resumes submitted without a cover letter will not be considered.*

[www.luxcg.com/open-positions/](http://www.luxcg.com/open-positions/)