

September 22, 2021

**Project Manager
BC Fruit Growers' Association**

Position Description

General

The Project Manager is responsible for

1. tracking project application deadlines for interest such as AgriMarketing and AgriInnovation Programs.
2. monitoring eligibility requirements and assessing potential projects with respect to the program.
3. preparation of project funding applications, including GANTT charts necessary for activities leading to the submission of project applications.
4. For approved projects, monitoring project progress using GANTT charts, providing feedback to project participants on timelines, ensuring reporting information is accurate and collected in time for reporting, and preparing reports for funding agencies.
5. Maintaining necessary Excel spreadsheets of project expenditure and income to accompany project reports.
6. Writing project interim and final reports, in collaboration with staff, researchers and contractors undertaking project activities.
7. Coordinating project expenditure, income and cash flow assessment with the BCFGAs Accountant.
8. Ensuring that project results are published and presented to industry in a way that maximizes the effectiveness of projects.

The Project Manager will work with the General Manager and other organizations to coordinate an overall projects strategy in support of the BCFGAs Strategic plan and Annual Work Plan. About one-half of current projects require working with responsibilities 7 and 8 above - coordinating project expenditure and ensuring project results are published and presented to industry in a way that maximizes effectiveness.

Specific Responsibilities (expected time allocation in brackets - each 5% represents about 12 workdays per year, or 1 day per month)

1. Tracking project application deadlines (5%)

Prepares a calendar and monitors for any new or changes project application deadlines. Monitors the availability of programs of interest with respect to the BCFGAs Strategic Plan and Annual Work Plan, which may include

partnerships in conducting projects with other industry organizations, such as the New Variety Development Council. Provides input into the BCFGA Strategic Plan and Annual Work Plan with regard to potential projects and scheduling

2. Assessing Project Opportunities and fit with Program Criteria (5%)

Prepares a calendar and monitors for any new or changes project application deadlines. Monitors the availability of programs of interest with respect to the BCFGA Strategic Plan and Annual Work Plan, which may include partnerships in conducting projects with other industry organizations, such as the New Variety Development Council. Provides input into the BCFGA Strategic Plan and Annual Work Plan with regard to potential projects and scheduling.

3. Preparation of project funding applications (10%)

Prepares GANTT charts that will coordinate the tasks and responsibilities in the preparation of project applications. Takes overall responsibility for the preparation of project applications, for final approval of the General Manager.

4. Monitoring project progress (20%)

Prepares GANTT charts of project milestones and monitors progress towards milestones. Ensures that data collection is in place and data is being captured with respect to project reporting criteria.

5. Maintaining necessary Excel spreadsheets of project expenditure and income to accompany to project reports (10%)

6. Writing project interim and final reports (15%)

7. Coordinating project expenditure, income and cash flow with the BCFGA Accountant (10%)

8. Ensuring that project results are published and presented to industry (10%)

Works with and assists project personnel to ensure practical written reports are prepared to inform relevant stakeholders of project results, and helps organize presentations for industry meetings and events for the purpose of disseminating practical application of project results is maximized.

9. Other duties (15%)

Performs other duties as required, including professional development and a time allocation for projects of interest to the project manager.

Submit resume to info@bcfga.com

Reporting Relationships

Reports to: General Manager, BCFGA

Coordinates with: BCFGA Accountant, Project proponents from other organizations, scientists, growers

Directly Manages: Co-operative placement students as needed

Career path: Growth of projects under administration from \$0.9 million to \$2.0 million per year in the first three years.