Job Announcement: Planning and Resource Manager
Atlanta, Georgia

About the Center for State and Local Finance
The Center for State and Local Finance (CSLF) is a policy think tank within the Andrew Young School of Policy Studies. CSLF was created in 2014 to showcase the school’s nationally-ranked public finance faculty and share its expertise with policymaker and practitioner communities. CSLF produces innovative, applied research to inform data-driven policy making in the public sector and hosts top-notch executive education courses to train the next generation of government finance leaders. Our mission is to develop the people and ideas for next generation public finance.

CSLF’s economists and public policy experts specialize in four areas of public finance — economic development and urban policy, education finance, budgeting and fiscal health, and tax policy and reform. Much of our research is rooted in our home state of Georgia, but our findings have implications nationally. Utilizing academic literature and methods, we produce nonpartisan research that policymakers and practitioners can use to improve communities.

Position Description
In order to continue with the current, growing workload of the center, CSLF is seeking a talented Planning and Resource Manager. This position will report to the Director of CSLF.

The Planning and Resource Manager will create and maintain processes to allow CSLF to operate efficiently and effectively as a high-performing organization. This role will create stability in the internal operations of the center as it continues to grow. The Planning and Resource Manager will manage all special events and will supervise the administrative coordinator and all graduate research assistants. This role will also manage the process of hiring full time staff and lead elements of the Center’s marketing work. In addition to heading the internal operations, this role will lead the Center’s sponsorship program in coordination with the director and manage the Center’s CRM system.

Salary: $48,695 - $73,000
This is a full-time, state-funded position. Benefits are provided through Georgia State University.

Minimum Qualifications
Bachelor’s degree and five years of administrative experience; or a combination of education and related experience

Preferred Qualifications
An ideal candidate will have the ability to prioritize competing deadlines and solve problems with limited supervision. Preferred qualifications also include excellent communication and team building skills and two years of supervisory experience. Ideal candidates should be self-starters and quick learners with strong organizational skills. An ideal candidate will also have experience managing a CRM system, fundraising, and event management.
Application Instructions
An application, resume, and cover letter are required for consideration by December 29, 2017. Final candidates will provide three references. Applicants must apply through Georgia State University at https://gsu.taleo.net/careersection/jobdetail.ftl?job=17001607&lang=en.

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