

North Carolina Office of Strategic Partnerships Program Coordinator opportunity and position description

The [North Carolina Office of Strategic Partnerships \(OSP\)](#), unique in North Carolina state government and nationally, develops, launches, and enhances partnerships between state government and North Carolina's research and philanthropic sectors. This includes elevating state government's internal capacity to generate and use evidence in its policy and programmatic functions.

OSP accomplishes this in part by building and enhancing collaborative networks of public officials, research partners, and partners from philanthropy and the nonprofit sector broadly. We prioritize partnerships that are scalable, sustainable, and develop public, open-source resources. OSP is housed in the NC Office of State Budget and Management, which includes data-driven and evidence-based decision making among its priorities.

OSP seeks a **Program Coordinator** to deepen and solidify state-level research partnership efforts. The Program Coordinator will join OSP at an important time characterized by: 35+ projects on the [North Carolina Project Portal](#) in various stages of consideration, development, and completion; state agencies increasingly seeking external research expertise; and enhanced commitment to using data and evidence in state-level decision making. The Program Coordinator contributes to OSP's overall efforts to build a culture of evidence in state government.

Responsibilities

The Program Coordinator will play a critical role in:

- Curating and maintaining up to date and accessible information about partnership opportunities with state agencies on the [North Carolina Project Portal](#).
- Organizing meetings for researchers interested in agency partnership opportunities (e.g., scheduling meeting and prep call, drafting agenda, meeting facilitation, etc.) and managing follow-up (e.g., post-meeting communications, tracking action items, organizing and sharing researcher interest materials, etc.).
- Developing and implementing efforts to reach a diverse array of researchers from a range of disciplines across North Carolina's 110 colleges and universities (public, private, and community colleges).
- Helping to share research partnership opportunities across North Carolina.
- Assisting state agency and research partners with developing successful partnerships.
- Contributing to OSP's open-source approach for sharing the strategies for and results of this work, for example: tracking and adding project deliverables to the NC Project Portal and documenting and sharing findings and lessons learned.
- Planning and facilitating virtual and in person, small and large, cross-sector sessions and convenings.

Core competencies

- Project coordination expertise and experience
- Experience planning, coordinating, and facilitating meetings with a range of partners
- Experience developing and deploying performance measures that empower accurate, timely project completion
- Ability to convene, connect, and engage people and institutions

- Excellent written and verbal communication skills
- Strong presentation skills
- Ability to work independently
- Exceptional professional and interpersonal judgment
- Knowledge of the scientific method and common research methodologies preferred but not required
- Knowledge of and familiarity with North Carolina state government preferred but not required

Structure and timing

- Full-time (40 hours per week)
- Anticipated start date: as soon as filled
- OSP is based in Raleigh. This position may be primarily remote, in-office, or hybrid.
- Anticipated salary range \$55,000-\$75,000 depending on experience and expertise; position includes [benefits](#).
- This is a time-limited position. If you have questions concerning the time-limited status of this position, you may inquire.

To apply, please send a resume and letter of interest to partnerships@osbm.nc.gov. A performance task will be part of the application process.