

Senior Project Manager



INCUMBENT: Vacant
REPORTS TO: Direct: Director, PMO
Indirect: Project Sponsor / Executive Sponsor as Assigned
LOCATION: Remote (telework eligible)
STATUS: Full-time, Exempt
DATE: February 2023

TO APPLY

Please email a resume, three references, and a cover letter describing your interest and qualifications to HR@connectednation.org. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Senior Project Manager will lead complex projects in a broad range of disciplines, including broadband technology, GeoAnalytics, Grant Management, Community Engagements, and Tech Ed, among others. The Senior Project Manager will provide administrative project oversight for Connected Nation (CN) projects. This includes a variety of tasks that involve creating and administering project plans, managing workflow, resources, and timelines, verifying work quality, gathering documentation in support of projects, working directly with clients, scheduling high-level meetings with external stakeholders, preparing reports, and providing support for project sponsors as necessary. The Senior Project Manager will provide guidance and work in collaboration with the Project Sponsor to which they are assigned following business process doctrine utilizing PMI standards. The Senior Project Manager will work with the Executive VP, Development and Planning, and PMO Director to plan and manage project workstreams for various projects as assigned, supporting business development and leading new and active engagements. The Senior Project Manager will also be responsible for initiating, planning, and finalizing proposals and other documents, with little to no supervision. This role requires a professional, proactive approach to project management, both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Focus on production, productivity, and quality standards to mitigate operational challenges and identify work process improvements while managing daily activities of assigned projects, including communicating project expectations and delegating tasks and responsibilities to project teams.
- Administer active CN projects. Administration includes data entry, interdependency, and milestone review, managing workflow, and timelines, maintaining contacts, scheduling, and leading meetings, gathering supporting documentation, verifying work quality, assisting with vendor contract management, and producing status reports as required.
- Leads meeting activities to identify project goals and gain consensus on project steps, schedule, and implementation procedures. Estimates resources to achieve project goals and communicate priorities to Project Sponsor and PMO Director.
- Plans, schedules, and prepares project timelines to ensure projects remain on schedule and within budget, using the best fit framework for projects and customer requirements. Develop work plan, capture milestones and deliverables for assigned projects, and work with Project Sponsor as requested.
- Develops and documents project management tools, processes, and procedures for projects assigned, including creating project charters for qualifying projects within five business days of receipt of fully executed contracts.
- Manages several projects of varying size concurrently and consults with all levels of management, which may require coordinating activities across multiple departments.

- Provides project management input and deliverables to fulfill requirements in requests for offer (RFOs), requests for information (RFIs), and requests for proposals (RFPs) responses, supporting the Development Team.
- Proactively identify improvement opportunities and drive the continuous process to enhance organizational efficiency.
- Ensure alignment to PMO Framework & Governance is maintained.
- Maintain the strictest confidentiality of all organizational matters.
- Responsibilities are not all-inclusive; additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in a Business-related discipline, or a technical field, with training in management or project management (preferred). This requirement can be substituted for proven experience performing the role or a combination of education and experience.
- Project Management Institute (PMI™) credential (CAPM, PMP, PgMP, PMI-ACP/RMP/SP/PBA) or equivalent Agile certifications. A project management certificate from an accredited program is preferred.
- Must have seven years of experience in a professional setting, performing as a project manager and performing clearly defined project management functions in high-complexity projects.
- Extensive experience with Waterfall / Traditional Project Management is required (Minimum of four years)
- Compliance and regulatory experience are preferred but not required.
- Experience in state or federal agencies projects is preferred but not required. Proficient level in Microsoft Project (required). Mastery of additional project management tools is a plus—expertise using Wrike (Preferred).
- Must commit to standardized training in PMI™ methodology.

QUALIFICATIONS

- Proven track record of managing complex, cross-functional programs as well as individual projects.
- Experience communicating complex information to people of varying technical backgrounds, including preparing and delivering complex planning documents, reports, presentations, and proposals.
- Experience developing proposals for RFO/RFP/RFIs.
- Ability to exhibit solid independent judgment with minimal direction, prioritizing and managing multiple tasks simultaneously, and managing conflicting priorities and demands. Adapts to changes in the work environment, manages competing demands, and deals with frequent changes, delays, or unexpected events.
- Ability to learn tasks independently and to apply previous experience to develop new techniques and processes.
- Must be an effective communicator and problem solver who is skilled in verbal & nonverbal communication. Able to facilitate discussions with senior leaders and executives to obtain critical decisions.
- Must have a high level of social intelligence and superior interpersonal skills to handle sensitive and confidential situations; position continually requires an extroverted demeanor and demonstrated poise, tact, and diplomacy.
- Prioritizes and plans work activities and uses time efficiently. Work requires continual attention to detail in composing, typing, proofreading, establishing priorities, and meeting deadlines.
- Consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Advanced computer proficiency and internet research skills.
- Identifies and resolves problems in a timely manner.
- Gathers and analyzes information skillfully.
- Maintains confidentiality.
- Superior written and verbal communication skills; must be able to interact and communicate with individuals at all levels of the organization.
- Ability to proofread and edit with high accuracy; work requires extensive business knowledge and an excellent English language command.
- Professional/polished presence with experience working in a highly professional setting.
- Experience leading distributed teams.
- Ability to meet travel requirements.

- Valid state driver's license is required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.