



The Project Manager is responsible for supporting the C12 mission and vision through the successful shepherding of projects. At the project level, this includes strategic planning and alignment, budget and schedule management, resource allocation, cross-functional collaboration, risk management, reporting and analysis, stakeholder communication, project management systems admin, and ongoing professional development.

Additionally, the project manager contributes to program and portfolio management through ongoing PMO development and support of the CURRENT program management.

## Project Management

- **Strategic Planning and Alignment**
  - The Project Manager will collaborate closely with the leadership team to ensure that all projects align with the strategic goals and vision of the organization. This includes contributing to the development of project strategies, and ensuring that project objectives are in line with overall business objectives.
- **Budget and Schedule Management**
  - Develop and maintain comprehensive project budgets, ensuring accurate cost estimation and resource allocation. Monitor and control project expenditures to ensure adherence to the approved budget. Collaborate with finance and accounting teams to track project financials and provide regular financial reports to leadership.
  - Create and manage detailed project schedules, including task dependencies and critical paths. Regularly review and update schedules to accommodate changes, mitigate risks, and optimize project timelines. Implement effective scheduling tools and techniques to enhance project planning and execution.
- **Resource Allocation**
  - Work closely with departmental managers to allocate resources effectively, ensuring that teams have the necessary tools, skills, and support to deliver projects successfully. Optimize resource utilization to enhance project efficiency.
- **Cross-Functional Collaboration**
  - Collaborate with other departments to ensure seamless integration of project activities. Foster a collaborative environment that encourages knowledge-sharing and teamwork.
- **Risk Management**
  - Identify and assess project risks and develop mitigation plans to address potential challenges. Proactively manage and resolve issues that may impact project timelines, budgets, or quality, keeping all stakeholders informed throughout the process.
- **Reporting and Analysis**

- Generate regular reports on project status, key performance indicators, and overall project health. Conduct a thorough analysis of project data to identify trends, areas for improvement, and opportunities for optimization.
- **Stakeholder Communication**
  - Effectively communicate project expectations, progress, and status to all stakeholders, including clients, team members, and leadership. Foster strong relationships with key stakeholders to ensure a clear understanding of project requirements and expectations.
- **Project Management Systems Admin**
  - Oversee the implementation of project management systems and tools to streamline processes. Drive continuous improvement initiatives in project management processes and methodologies. Stay abreast of industry best practices and implement relevant improvements to enhance project delivery and efficiency continually.
- **Professional Development**
  - Stay current with industry trends, certifications, and best practices in project management. Continuously improve personal and team capabilities through ongoing personal development initiatives.

## Program and Portfolio Management

- **PMO Development**
  - Contribute to the development and maintenance of the Project Management Office (PMO), ensuring that it aligns with industry standards and supports the organization's objectives.
- **CURRENT Support**
  - Support the Sr. PM's comprehensive program management of the CURRENT conference

*Status/Compensation: This is an exempt position. Compensation is a fixed base salary year in addition to company-wide discretionary profit sharing.*

RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Timeliness	80% of projects managed on time
Budget	90% of projects managed on/under budget
Client Satisfaction	90% client project satisfaction
Quality/Performance	80% of projects managed meet quality/performance