



## Project Manager

Disparity Practice

Full-time/Exempt

9/25/2018

### JOB SUMMARY

Our national, public sector consulting firm is seeking a Project Manager to provide consulting services to local and state governments for our Disparity Practice. The purpose of the Project Manager is to manage and coordinate the completion of enterprise, functional and/or client projects from start to finish. Responsibilities will include driving client project initiatives so that all timelines and expectations are met. The Project Manager will also ensure projects deliver on established goals for business value creation and assist in presenting findings and making recommendations to all levels of management.

### MAJOR DUTIES

- Coordinates and manages full life cycle planning and execution for multiple projects
- Manages key project initiatives including the development of detail work plans, setting deadlines, assigning responsibilities, and monitoring/summarizing project progress
- Coordinates resources and needs, developing and maintaining regular contact with subcontractors for support and services
- Uses formal processes and tools to manage resources, budgets, risks, and changes
- Maintains communication with clients throughout the project duration from initial meetings to project conclusion
- Provides monthly and regular status reports on practice projects and financial reporting to Project Managers, stakeholders, and resources
- Assist in proposal development and writing
- Perform other duties as assigned

### KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Demonstrated knowledge of Microsoft Office, especially strong analytical experience in Excel
- Ability to work independently outside a traditional office environment required
- Ability to lead fast-paced delivery in challenging public-sector environments, work with senior leaders to foster positive client relationships, identify new business opportunities with existing clients, and develop new intellectual capital.
- Advanced working knowledge of Project Management methodologies
- Self-motivated, driven and independent
- The work requires excellent verbal and written communication skills, along with organizational, interpersonal, technical, and leadership skills
- The ability to prepare and present clear and concise client-ready documents.
- The ability to work as part of a team or individually while meeting deadlines in a multi-tasking environment with competing deadlines

### MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university is required; accounting or business majors preferred
- Requires five or more year (s) of project management experience or equivalent related experience
- Project Management Professional (PMP) certification strongly preferred

## **SUPERVISORY CONTROLS**

A Project Manager works under the general direction of a Manager or Director.

## **CONTACTS**

- Contacts are typically with the Managers, Directors, Senior Consultants, Consultants, other staff, various levels of leadership, clients, and members of the general public
- Contacts are typically to give or exchange analytical information and assigned deliverables

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is fast-paced and in a deadline-driven environment
- Ability to handle stress related to handling multiple projects with competing deadlines
- The work is typically performed while sitting at a desk or table
- The employee occasionally lifts light objects, such as contract files, laptop
- Seasonal travel and direct client interaction required on a project-by-project basis
  - Travel demands vary based on client-organizations' needs and locations; may require overnight