

Position Title: Director of Project Management or VP of Project Management (DOE)
Reports To: President/CEO
Supervises: Contract Grant Writers
FSLA Status: Exempt
Prepared: July 2018

Primary Responsibilities

Project Management
Grant Writing
Management

Essential Functions

Project Management

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop comprehensive project plans that communicate the status of project completion to management and other staff members.
- Work closely with management to coordinate the effective and timely delivery of CDFI and NCUA grant projects including the coordination of CDFI Fund and NCUA grant data collection, client contact and application content.
- Create schedules and project timelines.
- Work with management to assign tasks and track deliverables.
- Track project performance to ensure the successful completion of the organization's short and long term goals.
- Manage issues and risk relating to projects and contract fulfilment.
- Evaluate and assess project outcomes and implement indicated changes for continual improvement.
- Future expansion of core essential functions to include the coordination of timelines and deliverables for other projects such as consulting and strategic planning in addition to CDFI and NCUA grants.

Grant Writing

- Work with staff to translate research into effective and compelling grant narratives that result in award-winning grants.
- Work with staff to edit and integrate work of contract grant writers into a seamless and compelling final grant product.

Management

- Manage and coordinate some or all of the organization's seasonal contract grant writers and researchers, by providing effective guidance, and managing outcomes and deadlines.
- Recruit and evaluate contractors that help the organization fulfil contracts with clients effectively.

Other Duties

- Collaborate and contribute to on-going CU Strategic Planning projects and priorities.
- Act as an advocate of the organization, promoting its services and benefits.
- Other duties may be assigned depending on work flow and expertise.

Recommended Skills and Abilities

Education & Experience

- A bachelor or associate degree from an accredited institution of higher learning and at least three years of equivalent working experience, or working experience that's equivalent to this standard.
- Experience with Salesforce or other client management platform.
- Experience with project management software such as Microsoft Project preferred.
- Strong working knowledge of Microsoft Office products.
- PMP or PRINCE II certification preferred.
- Credit union experience preferred.

Competencies

- Critical thinking and problem solving.
- Diplomacy and the ability to resolve conflicts.
- Adaptability.
- Ability to tolerate stress.
- Strong initiative, the ability to effectively manage and schedule long-term projects
- Strong written and verbal communication skills, including the ability to write in a compelling and persuasive manner.
- Attention to detail.
- Ability to grasp and analyze complex, specialized subjects.
- Willing to work as part of a team.
- Self-starter able to work without close supervision.

Working Conditions

Physical Demands

- Ability to travel for moderate periods of time.
- Ability to lift boxes and equipment weighing up to 20 pounds.
- Ability to work for extended periods of time as necessary to accomplish objectives, goals, and projects, particularly in the period of time just prior to grant deadlines.
- Ability to read documents necessary to the daily performance of essential functions.
- Ability to competently operate standard office equipment and use contemporary software such as word processing, spreadsheets and presentation programs.

Use of Senses

- Communicating via telephone and in person.
- Viewing a computer terminal for an extended period of time while producing documents and conducting research.
- Listening proactively and responding appropriately.

Mental Demands

- Extended periods of concentration.
- Analysis of complicated information.
- Regular interaction with others.
- Multiple tasks requiring prioritization of work.
- Tight deadlines and pressure situations.
- Attention to detail.

Environmental Demands

- Periods of time with long working hours.

Note: Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making decisions pertaining to compensation.