



Job Title: Salesforce Project Manager

Reports To: Director of Operations

Salary: (90,000 DOE, Adjust salary for seasoned PMs with PMP Certification)

Location: Remote from (FL, TX, GA, CO, MI, MN)

Job Type: Full Time, Exempt

Application deadline: open until filled.

## About IvyTek

IvyTek's success is based upon our commitment to deliver quality custom software with personal service. IvyTek Finance, our premier Loan Management System, is an industry leading, Salesforce.com integrated platform for Loan origination, underwriting, servicing, collections and business analysis so that lenders can easily help more borrowers.

## Salesforce Project Manager Job Summary

IvyTek seeks a Salesforce Project Manager who will plan, establish, and manage IvyTek Finance Implementation projects, Salesforce Managed Service projects, and serve as a liaison between the business and technical aspects of assigned projects. Success in this position requires strong critical-thinking and problem-solving skills, the ability to identify improvements in client workflows and communicate strategic recommendations effectively. This role is heavy on documentation - requirements gathering, process, and strategy - clear and concise communication is a must.

### Supervisory Responsibilities:

- Lead project teams to deliver excellence on client assignments, providing customers value and exceeding their expectations
- Responsible for all project deliverables, reviewing those deliverables prepared by the team prior to submission to the client
- Effectively set, communicate, and manage project expectations with project team members and client stakeholders
- Motivate the development team and business team to accomplish project and company goals
- Management of releases and cutover plans



## Duties/Responsibilities:

- Manage multiple projects across multiple clients through planning, estimation, execution, and delivery
- Proactively manage day-to-day operational aspects of software development projects, ensuring adherence to project scope, cost, and timeline.
- Create and execute project work plans
- Set and track project milestones; work with internal and external stakeholders to account for changes and realign schedules and expectations as needed
- Identify resources needed and assign individual responsibilities to project team members
- Responsible for understanding and maintaining resource utilization levels between multiple projects
- Establish business goals and priorities with clients while effectively communicating project mission, vision, and scope to the implementation team
- Work with the Sales Team to develop, maintain, and revise proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing requirements
- Establish and implement project communication plans, providing status updates to staff and stakeholders
- Collect, analyze, and summarize information and trends as needed to prepare project status reports
- Demonstrated ability to gather user requirements and convert them into a winning project vision
- Present demos of IvyTek Finance and lead client meetings
- Perform other related duties as assigned

## Qualifications:

- Thorough understanding of project management principles and planning
- An understanding of consumer and commercial lending, banking, and finance
- Excellent analytical, logical thinking, and problem-solving skills
- Excellent verbal and written communication skills
- Thorough understanding of salesforce procedures and practices
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry
- Organized with attention to detail
- Proficient with GSuite and project management software
- Ability to motivate groups of people to complete a project in a timely manner



## Education

- Bachelor's degree in Computer Information Science-related field preferred
- Salesforce Experience (Managing complete lifecycle Salesforce Implementations)
- Salesforce Admin Certification, Sales or Service Cloud certification will be required within the first 90 days of engagement.
- At least three years of experience managing projects is required

## Working Environment

- **100% Remote** from these states (FL, TX, GA, MI, MN)
- Casual dress at the office. Shorts and sandals are encouraged.
- Work/life integration
- Generous Paid Time Off & 401k
- Company outings, lunches, and happy hours
- Prolonged periods sitting at a desk and working on a computer

## How to Apply

To apply for this position, please submit a cover email describing your interest and background including the URL to your LinkedIn page and attach your resume to [careers@ivytek.com](mailto:careers@ivytek.com)

IvyTek is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We welcome and encourage applications from all qualified individuals.

**Disclaimer: The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions. IvyTek uses E-verify to confirm employment eligibility.**