

Project Manager

Overview

The Project Manager within the NACAS organization is responsible for assisting in the development and accountable for the implementation of NACAS initiatives as assigned by the leadership team. The Project Manager is the central resource for all NACAS staff as it relates to process or system implementations that have been approved by the NACAS leadership team. In addition, the Project Manager provides strategic oversight and staff leadership of the association management services provided to CCBO. The Project Manager reports to the Senior Director of Operations.

Responsibilities

- Responsible for the development and management of scopes and schedules for all NACAS organizational initiatives as they relate to process and systems.
- Responsible for the budget on any assigned project. Informs the leadership team of scope creep (budget and schedule) and working with both her/his manager and other leadership team members on defining and implementing corrective actions when systems or processes are not meeting the expectations of the organization.
- Performs risk management to minimize project risks and ensure technical feasibility.
- Collaborates actively with the leadership team, third party vendors/contractors, and any other stakeholders for a related project prior to, during, and after any initiative.
- Is responsible for providing routine status reports on progress to the leadership team.
- Develops and implements efficient and effective operating policies and procedures. Primary point of contact for developing business processes and procedures to ensure effective and efficient work flows within office and with volunteers.
- Supports the Senior Director of Operations on any additional operational needs that the organization requires.
- Serves as the Executive Director of CCBO by providing staff leadership in the association management relationship between NACAS and CCBO. Works with the CCBO Board of Directors to set the vision and direction for the organization, and appropriately directs NACAS staff in achieving CCBO's annual goals.
- Supervises the CCBO Managing Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, and experience required or preferred. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

Knowledge and Skill Requirements

- Bachelor's degree required, along with a minimum of 5 years of work experience.
- Experience managing programs and or projects.
- Experience working with higher education/non-profit/association-related organizations.
- Team oriented with excellent written and oral communication skills.
- Energetic with high attention to detail.
- Proficiency in Microsoft Office products (Word, Excel, Power Point, MS Project).
- Experience in working with Association Management Systems and/or CRMs preferred.
- Program budget and contract experience preferred.

- Ability to travel to the CCBO and NACAS Annual Conference and other events is required.

Please note: *This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*