

Foundation for Puerto Rico's mission is to transform Puerto Rico into a premier destination for the world by driving sustainable strategies of economic and social development. Our purpose is to discover, link and unleash Puerto Rico's potential as an active participant in the global economy. We envision a prosperous Puerto Rico that realizes its untapped social and economic potential by leveraging the talent, creativity, tenacity, commitment, and passion of its people.

We are currently recruiting for a Project Manager.

Job Description:

Responsible for schedules, resources and deliverables for multiple projects. Monitors teams to ensure goals and objectives are being delivered on time and in full. Knowledge and care for larger landscape without neglecting details while tracking project health, staying alert for risk and resolving issues as they arise. Maintains standards and monitors scope with project quality while remaining aligned with strategy, commitments and goals of the organization.

Responsibilities include: project plan, communication plan, allocating tasks, setting milestone and follow ups.

Responsibilities:

- Oversees strategic plan, monitoring and adapting as needed
- Creates and enforces project plans
- Maintains project objectives
- Monitors production and quality to customer/stakeholder/sponsor standards
- Experience managing cross-functional teams with conflicting priorities
- Identifies and resolves issues and risks
- Reports on project progress, offers viable solutions and opportunities as they arise
- Implements change practices
- Manages resources to maintain on-track schedule
- Lead meetings and set expectations for project team
- Present to stakeholders reports on progress as well as problems and solutions
- Implement and manage change when necessary to meet project outputs

Qualifications:

- High level of commitment, initiative, and strong desire to work for the transformation of Puerto Rico into a vibrant economy and society
- Minimum of 5 years of financial services industry or continuous improvement experience in related roles
- Bachelor's degree required
- 5+ years of experience in project management, ideally with larger projects at established firms
- PMP certification ideal; PMO experience preferred
- Experience in Agile teams
- Proven leadership skills
- Expertise in conflict resolution

- Analytical and strong organizational skills, with excellent oral, written and facilitation ability in Spanish and English
- Proficiency with related software tools including but not limited to ProjectManager.com, JIRA, MS Excel, etc.
- Proficiency with business process mapping and modeling through MS productivity tools (Visio, Excel, PowerPoint, Access, Minitab, etc.) required
- Systemic problem solver, implementing solutions to solve root cause problems
- Able to handle multiple, complex priorities and balance the needs of each according to business impact
- Creative and change-oriented
- High energy, assertive, and a self-starter

About Foundation for Puerto Rico

Foundation for Puerto Rico is a non-profit organization that promotes opportunities for social and economic development that will insert us in the global economy, transforming Puerto Rico into a global destination. At FPR, we're focusing all of our efforts on transforming Puerto Rico into a global destination through Visitor's Economy. This island has so much to offer that we only have to visualize its potential from another perspective. We call this, Visitor's Economy because it encompasses all kinds of economic activity that a visitor creates, including direct effects, indirect effects, and induced effects. It's not traditional tourism because it goes far beyond promoting the beach and the hotel pool. Visitor's economy is about all the unique experience that cultural tourism has to offer, such as gastronomic tourism, ecological tourism, sports tourism, medical tourism, and academic tourism, among many others.

Puerto Rico has the most complete offerings of any destination in the world. Let's show that to our visitors. If more people come to visit Puerto Rico, more opportunities will be available for all residents of the island.

Job Type: Full-time