



## **JOB DESCRIPTION: Project Management Specialist**

**LOCATION:** MEMPHIS, TN

**Travel:** 5%

### **Description**

The Project Management Specialist oversees planning, coordination, implementation, and tracking of specific grant-funded priority projects, specifically data-related projects and innovation projects. Project management, communication and client management skills are essential for success in this position. The ideal candidate possesses a passion for making meaningful, sustainable change in the City of Memphis and is ready to work with government leaders in a collaborative environment.

### **Primary Duties and Responsibilities**

The Project Management Specialist performs a wide range of duties including the following:

- Apply project guidelines and rubrics to provide recommendations on project viability and prioritization.
- Define the scope of the project and assign responsibilities in collaboration with management.
- Determine the objectives and measures upon which the project will be evaluated at its completion.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Set priorities, develop a work schedule, monitor progress, and track milestones and deliverables.
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Determine strategies to move projects forward, gather and process relevant information, generate possible solutions, and make recommendations for and/or resolve issues as they arise.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Assess project performance by obtaining and interpreting project metrics.
- Establish a communication schedule to update stakeholders on the progress of the project.
- Develop reports, tools and best practices for project execution and management.
- Provide training to partners on tools and best practices to build project management expertise within the organization.
- Provide grant writing and reporting support.
- Provide day-to-day assistance and insight to leadership on priority projects.

## **Qualifications**

The ideal candidate combines experience and confidence in project management with a passion for making meaningful, sustainable change in the City of Memphis. An innovation project involves leading the partner through a successful process of generating ideas, developing detailed implementation plans, and delivering solutions to meet specific targets, while setting an environment for change and client management and support. Characteristics of successful candidates for this position include:

- Demonstrated record delivering measurable results on time and within budget
- Direct experience working with government, non-profit or private sector leaders
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results
- Self-directed project manager who can make meetings and interactions actionable
- Confident manager who can advocate for process
- Sharp critical thinking skills
- Clear communication
- Strong attention to detail
- Strong organizational skills
- Flexibility and creativity

This position requires a Bachelor's Degree in relevant fields, plus three years of work experience. Candidates with a Master's Degree or Project Management certifications will be favorably considered.

Experience in any of the following fields or with the following tools is favorably considered, though not essential: account management, traffic management, grant management, Asana, Sharepoint, Basecamp, operations, consulting and non-profit management.

## **Position Details:**

*Expected Hours of Work:* This position will predominantly work during typical office hours. This can be flexible within the Monday to Friday work week, given the nature of the partner's work. The work may include occasional evening or weekend work, working indoors and outdoors and a combination of office tasks, outreach and events. The majority of the work will be in an office environment.

*Reporting:* This role will have a dual reporting role, reporting to the Executive Director of Innovate Memphis and the designated representative at the City of Memphis.

*Compensation:* This position has an annual salary of \$42-48,000. Health care benefits (including dental and vision) and vacation time are included, as are employee assistance program access, a commute options stipend and a phone stipend.

**Application Details:**

Please submit both a cover letter and resume. All material must be received by Wednesday, September 25 and may be mailed to:

Innovate Memphis

516 Tennessee Street, #223, Memphis, TN 38103

<or> **Email:** [info@innovatememphis.com](mailto:info@innovatememphis.com)

Please reply with "Project Management Specialist" in the subject line.

*Innovate Memphis uses a proven innovation process to develop and deliver new solutions to some of Memphis's most pressing challenges. Since starting its work in January 2012, Innovate Memphis has developed, tested and launched innovations to improve City service delivery and quality of life for Memphians. Priority areas emergency medical services, transportation and mobility, and neighborhood condition. For successful interventions, Innovate Memphis works with the City and our community partners to scale and sustain the effort.*

*Innovate Memphis benefits from being part of a learning network of more than 20 city i-teams implementing the Innovation Delivery Team model and applying best practices from Bloomberg Philanthropies.*