

Job description

Director of Project Management CANA - Center for Africans Now in America and All Star Academy

The Director of Project Management is responsible for playing a key & critical role in realizing business value through the application of project management knowledge, skills, tools, and techniques to meet project and business objectives. This leader is responsible for providing strategic and tactical project oversight within CANA - Center for Africans Now in America and All Star Academy

This position reports to the CEO.

Responsibilities:

- Help formulate and articulate the business strategy and fiscal year priorities at a macro level for both CANA - Center for Africans Now in America and All Star Academy
- Demonstrate knowledge of the project management initiating, planning, executing, monitoring/controlling, and closing processes
- Prioritize multiple tasks while meeting deadlines; communicates project status (health, forecast, issues, risks, etc.) to stakeholders in an open and honest fashion
- Effectively balance competing project constraints including but not limited to scope, quality, schedule, funding, budget, resources, and risk, to manage project success
- Effectively manage and deploy resources to meet project demands and balance interdependencies across functions and departments, organizing current and future potential projects

- Provide input to contracts, review contracts to ensure completeness of scope and appropriate accountability based on role and/or responsibility
- Negotiate with stakeholders to obtain the resources necessary for successful project execution
- Provide coaching, direction, and development to staff and direct reports
- Ensure employees operate within guidelines
- Assist in employee hiring and onboarding
- Help develop new departments and programs, for example, those related to home healthcare, job training, and special education.
- Interact across the program to resolve issues related to operations and/or projects
- Champion, lead and/or participate in change initiatives and/or task force initiatives, as requested for program execution
- Interact with internal and/or external leaders, including senior management on regular basis leading several areas of program governance
- Assure that projects are on-time and one budget with timeline, resources, equipment and building management

Qualifications:

- Bachelors or advanced degree in related field preferred or equivalent work experience
- Project Management experience; PMP certification preferred
- Experience with Project/Program Management software
- Leadership experience & demonstrated success leading projects to completion

- Strong influential and cross functional leadership skills
- Strong time management, organizational and detail-oriented skills
- Ability to travel 25%

What is expected of you and others at this level:

- Provides leadership to managers and experienced professional staff; may also manage front line supervisors
- Manages an organizational budget
- Develops and implements policies and procedures to achieve organizational goals
- Assists in the development of functional strategy
- Decisions have an extended impact on work processes, outcomes, and customers
- Persuades others into agreement in sensitive situations while maintaining positive relationships

Anticipated salary range: \$100,000 - \$120,000

Bonus eligible:

Yes

Candidates who are back-to-work, people with disabilities, without a college degree, and Veterans are encouraged to apply.

CANA - Center for Africans Now in America, Inc. and All Star Academy support inclusive workplaces that value diversity of thought, experience and background. We celebrate the power of our differences to create better solutions for our customers by ensuring employees can be their authentic selves each day.