

Posting Information

Position Title: Project Manager **Position Type:** Full-Time Employment
Position Location: Utah County, Utah **Position Pay:** \$60,000 - \$67,500 DOE
Hiring Manager: Abe Young | hr@yuniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking a Project Manager to assist in the following: 1) Manage vendor projects and deliverables 2) Oversee internal planning and iterative project delivery, and 3) Collaborate with team managers in responsibly growing the capacity of the Foundation.

Educational/Professional Requirements

- A Bachelor's Degree or equivalent work experience
- PMI-ACP or PMP Certification is a plus

Experience Requirements

- 5 years in a project or program management role
- Experience managing projects using both Waterfall and Iterative/Agile methodologies
- Non-profit experience is a plus
- Experience using LeanKit or other Iterative project management products is a plus
- Experience managing a team of remote employees is a plus
- Experience setting up or assisting with set up of a Project Management Office (PMO) is a plus
- Experience using business intelligence products is a plus

Responsibilities

- Coordinate the work of separate teams with many and varied deliverables that are dependent on each other.
- Build and implement project plans.
- Be trained and competent in both Waterfall and Iterative/Agile project management methodologies and model these methodologies for Foundation teams.
- Define and manage a detailed project schedule.
- Collect, track, and report on project metrics.
- Mitigate and manage risks.
- Support Foundation employee adoption of project management processes and tools.
- Assess project post-implementation with the team and stakeholders to ensure all deliverables have been completed.
- Ensure and manage stakeholder satisfaction throughout a project.
- Manage the relationship with third party vendors as necessary.
- Assess and reduce wasteful activities and artifacts in Foundation project management processes.
- Create processes to streamline work as necessary.
- Facilitate an appropriate amount of consistency across teams.