



Role: WWC Project Manager

Results for America seeks to contract with a highly-skilled Project Manager to manage cross-functional implementation of the What Works Cities Initiative's next phase of programming.

The role will own communications, task-tracking, risk management, and KPI reporting across multiple teams, and will provide program leadership with a holistic view of project health and progress towards program deliverables.

The successful candidate will be able to get quickly up to speed on the nuances and work stream statuses of a complex and in-flight service delivery program. The ideal candidate will have experience in non-profit, government, client management, and/or hybrid service delivery. Professional project management certification (PMP, Six Sigma) is a plus; more important is a demonstrable ability to know which tools and methodologies to best apply in a dynamic and entrepreneurial environment.

The role's specific responsibilities will include:

- Coaching WWC leadership on project management best practices, and developing rituals to ensure maximum performance and sustained project momentum
- Leading projects from requirements definition through deployment, identifying schedules, scopes, budget estimations (when necessary), and long- and short-term project implementation plans
- Working with leadership to develop meaningful project milestones, and own progress tracking towards milestone delivery
- Identifying cross-team and -workstream dependencies and risks, and working with leadership to develop risk mitigation strategies
- Identifying process bottlenecks, opportunities for automation, and team skills or capacity gaps; working with leadership and internal support teams on sourcing solutions
- Establishing effective project communication plans and ensuring their execution
- Preparing and delivering to leadership team regular project status reports
- Provides project management support related to funder reporting and management tasks