

PROJECT MANAGER

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry recognized training. The Project Manager is responsible for the successful execution of a variety of projects working closely with subject matter experts, and internal and external stakeholders to develop, prioritize and execute the successful completion of assigned projects.

Key Responsibilities

- Contribute to the development and implementation of project plans, using budgets, supporting objectives and metrics as they pertain to the overall project.
- Collaborate with teams in building out processes for operationalizing funding grants and create project plans that align with the vision for funding.
- Strongly advocate for project success; accountable for delivering projects on time, within budget and scope.
- Manage, communicate and coordinate all resources including internal staff and external consultants; ensure that all parties are aligned to the project to maximize productivity and consistent plan execution.
- Oversee the implementation and completion of all deliverables assigned by the funding owner.
- Oversee the creation of a change management plan to support the adoption of new technologies, systems and procedures.
- Draft correspondence, internal documents, reports and briefing notes for internal and external stakeholders.
- Maintain data integrity and provide support in establishing project metrics to demonstrate success/impact; lead the monitoring, collection and communication of metrics.
- Liaise with the Finance team to manage project finances, including forecasts and budget, monitoring monthly spend and communicating implications and considerations.
- Act as the internal lead for assigned pilot training programs; engage internal teams to inform planning and delivery providing full cycle support for program pilots; from planning to delivery and follow-up.
- Coordinate program schedules including orientations, site tours, guest speakers, graduations and interview days.
- Prepare and deliver reporting and lessons learned data to inform future planning.

Skills & Abilities

- Adaptable/flexible; able to work effectively in a dynamic environment and manage multiple projects, both in-person and virtually, utilizing excellent organization and time management skills.
- Self-starter, results-oriented, ability to influence without authority as a collaborative team leader.
- Strong communication skills – written and verbal, with ability to simplify complex issues and material.
- Technology/computer proficiency – thorough knowledge of Microsoft Office, databases, CRM.
- Ability to make sound and timely decisions with strong problem solving skills.
- Ability to work in an agile work environment including offsite and telework arrangements.

Education & Experience

- Certification in Project Management with 5+ years of proven experience with exposure to multiple projects and functional areas.
- Exposure to learning management and online learning an asset.
- Experience working with social purpose or NFP organizations an asset.
- Evidence of ongoing learning – project management, change management, IT, social media, online platforms.

Interested applicants can e-mail their cover letter and resume to <https://womenbuildingfutures.bamboohr.com/jobs/>

Please note only short listed candidates will be contacted. **Open until a suitable candidate is found.**