



Iowa Center for Economic Success
Project Manager
Job Description

Iowa Center for Economic Success (The Iowa Center) is an Iowa leader in Business Education, Financial Services, and Leadership Development for individuals who are seeking to improve their financial futures. We particularly focus on small business development and growth opportunities that lead to financial success.

Mission: The Iowa Center empowers Iowans with the potential to succeed as they pursue opportunities for financial success.

Position Description: The project manager plans, manages execution, and documents all aspects of short term, one time, recurring, and cyclical projects. The Project Manager will work closely with Department Directors and the President to make sure that the scope and direction of each project is on schedule and executed per the vision of the Director.

Reports To: The PM reports to the Directors of Education + Resources and Advocacy + Networking. The PM may prepare reports and cull feedback from all directors and on certain occasions, the staff-at-large. For PTO and expense reimbursements, the PM shall turn to the Director of E+R. The President will oversee the annual reviews, salary, and any other personnel issue discussion as well as supervise work related to operations.

Location: This position is based in Clive, IA and provides services to individuals across the state in person, over the phone and by email.

How to Apply: Send cover letter and resume to Megan Milligan at mmilligan@theiowacenter.org by September 2, 2016.

Primary Duties + Responsibilities (all under the oversight of Senior Management:

Project Planning:

- Define scope of project
- Create detailed work plan and schedule which identifies and sequences activities needed to perform and complete projects
- Determine resources necessary to complete projects
- Review project schedule with all staff and management impacted by the project activities
- Determine objectives and measures upon which project will be evaluated

Staff for Project:

- Select volunteers and delegate to staff with appropriate skills for project activities
- Manage project staff and/or volunteers related to project

- Ensure all project personnel receive appropriate orientation to project

Implement the Project:

- Execute project according to project plan
- Develop forms and records to document activities
- Ensure all project information is appropriately documented and secured
- Monitor progress of project and make adjustments necessary to ensure completion
- Establish communication schedule and update stakeholders
- Review quality of work with project team on regular basis to ensure it meets standards

Evaluate the Project:

- Ensure project deliverables are on time, within budget, and at the required level of quality
- Evaluate the outcomes of the projects

Project Manager oversees a wide range of projects including but not limited to:

Operations

- Main Meeting Calendar for Rooms
- Board Communication, Reports, Meetings
- Donor Management
- Oversee development, analysis, and, execution of department goals

Education + Resources:

- Recruitment Facilitation of new VITA partners/sites
- Project Management for new programs + classes + initiatives (WBC)
- Direct Services WBC
- Grant/Funding Opportunity Oversight
- Project Management for WBC
- VITA Data Reports/Mining
- VITA Funding Applications
- VITA Funding Reports
- VITA Partner Management

Advocacy + Networking:

- Volunteer Recruitment + Management
- Event Management

Qualifications:

- *Education:* Undergraduate degree in business or related field or equivalent combination of education and experience required.
- *Skills and characteristics:*
 - Must have project management experience, preferably with a non-profit organization

- Dynamic person who can speak publicly, in small group settings, and one-on-one with ease
- Demonstrated ability in small business operations, including strategic and implementation planning, cash flow management, and experience in creating reports to funders, boards and other leaders
- Experience in small business ownership and/or entrepreneurial thinking.
- Must have proven interpersonal relationship skills and negotiation skills to maintain effective working relationships with staff, volunteers, and clients.
- Must be flexible to meet high demands of program and willing to work flexible hours including some weekends and evenings.
- Self –starter with sound decision making skills.
- Creative thinker with planning and evaluation skills.
- Ability to develop/ maintain positive relationships with diverse populations.
- Strong oral and written communication skills.
- Time management skills
- Ability to work with minimal supervision.
- Highly organized and capable of meeting deadlines.
- Demonstrated decision-making and leadership skills.
- Ability to grasp new ideas quickly.
- Advanced computer skills, including word processing and spread sheets.
- Must have a valid driver's license, insurance, and access to a car.