

SENIOR PROGRAM MANAGER

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Overview	<p>Provide project/program leadership for multi-year strategic process and technology implementation portfolio. Define the scope and objectives and gather requirements for multiple simultaneous Institutional Advancement projects and initiatives.</p> <p>This position has a 2 year duration with possibility for renewal for an additional 1 or 2 years, pending project needs.</p>
Essential Duties:	<ol style="list-style-type: none">1. Manage several projects simultaneously and ensure that the design, testing, training, documentation, and prioritization objectives are met. Develop and execute detailed project plans including timelines, budgets, and resource allocation to ensure successful project completion. Assist in refining and re-sequencing during the implementation and execution phases of assigned projects, as needed.2. Develop the project charter and clarify the project scope, requirements, measurable outcomes, and project benefits in collaboration with stakeholders. Lead business case development, requirements analysis and project planning, ensure that requirement statements and project roles and responsibilities are complete, unambiguous, and agreed upon by key stakeholders. Define the requirements prioritization and solution risk analysis.3. Conduct regular meetings to update project stakeholders and build understanding of client needs, questions, and required involvement in project deliverables and activities. Develop and regularly update key project/program deliverables (e.g., project charter, RACI matrix, risk log, requirements documents, regular status reports, etc.)4. Contribute, as necessary, in the execution of deliverables and in testing and quality assurance process. Collaborate with developers and end-users to insure that application functionality meets project goals, objectives, and success measures. Test solutions, troubleshoot issues, and propose risk mitigation strategies.
Marginal Duties:	<ol style="list-style-type: none">1. Perform all other duties as may be required
Education and Experience Required	<ul style="list-style-type: none">• Bachelor's Degree from an accredited institution required• Minimum of five years of project management experience at a college or university or at least ten years of project management at other organization types, or an equivalent combination of education experience required• Strong working knowledge of standard and advanced project management practices and the ability to transform high-level and incomplete information into structured business and IT action plans.• Demonstrated ability to work with a large, diverse team across a matrixed organization and build consensus among stakeholders.• Demonstrated analytical and problem solving skills with an ability to deal effectively with ambiguity and create clarity with sponsors and stakeholders with diverse views and opinions.• Excellent communication and relationship building skills• Ability to manage complex technical deltas and communicate technical concepts to non-technical staff.• Proven ability to build strong working relationships with all levels of an organization and influence without authority• Ability to affect positive change, navigate delicate situations, and lead others in the evaluation of existing process and practices to drive decisions regarding near-term and long-term adjustments to align with organizational goals and vision• Demonstrated ability to successfully plan, lead, and execute multiple, complex technology programs and projects, including systems migration; experiences employing a variety of methodologies depending on the project (e.g., iterative/Agile or Waterfall).

	<ul style="list-style-type: none">• Excellent computer skills including advanced proficiency with Microsoft Office (Excel, PowerPoint, Visio) and project management software.• Strong working knowledge of standard higher education advancement practices, preferred.• Familiarity with fundraising databases and donor data preferred
Physical Demands	<ul style="list-style-type: none">• Sitting in a normal seated position for extended periods of time• Reaching by extending hand(s) or arm(s) in any direction• Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard• Communication skills using the spoken word• Ability to see within normal parameters• Ability to hear within normal range• Ability to move about