



SENIOR PROJECT MANAGER

SUMMARY

Well-being & Equity (WE) in the World is seeking a Senior Project Manager to oversee multiple projects, high priority projects or one complex project which often requires considerable resources and important levels of integration. The senior project manager liaises between project members, teams, external vendors and partners, and other stakeholders to ensure deliverables, requirements, schedules, cost, and meeting plans are communicated. This position plays an integral role in facilitating projects from original concept through final implementation, and interfaces with all areas affected by the project and ensures adherence to quality standards and reviews project deliverables. Work is independent and collaborative in nature.

ABOUT WELL-BEING & EQUITY (WE) IN THE WORLD

[WE in the World](#) is made up of a diverse team of change agents who are passionate about igniting transformation for well-being and equity in the world. We bring decades of experience and trusted relationships working with hundreds of organizations and communities around the world. We believe that expertise and the potential to create change lies among those with lived experience, not just with academics and high-ranking professionals. Our team aims to boost localized, community-led change and assist leading organizations by developing frameworks and tools, building strategic networks, and scaling solutions that improve well-being and equity over generations. We've helped projects all around the world, ranging from transforming systems to better support people with mental health and addictions in Delaware to prison reform in Guyana, from youth empowerment in the Gambia to generational poverty in Texas. We recently served as a lead author for the Springboard for Equitable Recovery and Resilience for the Centers for Disease Control and FEMA.

MAJOR AREAS OF RESPONSIBILITY

- Full project life cycle management and successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously; develops and manages project roadmap; and collaborates on development of project objectives.
- Provides leadership for project team by motivating team members to meet project goals, adhering to their responsibilities and project milestones; serves as a liaison between team members and the project leader(s) and/or program manager.
- Utilizes appropriate tools to plan project timelines, tasks, milestones, and deadlines; monitors task completion status to identify at-risk project tasks and to develop project mitigation plans.; and communicates schedule and project changes to all stakeholders.
- Manages the day-to-day project activities and resources; allocates resources, budgets, and hours to the project and adjusts allocations when necessary; and, provides status reporting regarding project milestones, deliverables, dependencies, risks and issues, communicating across leadership;
- Assists project leaders or managers with specific administrative tasks related to their assigned projects; organize reports, invoices, contracts, and other financial files for easy access; and procures adequate resources to achieve project objectives in planned timeframes.

PREFERRED ADDITIONAL QUALIFICATIONS AND COMPETENCIES

- Proficient with presenting to stakeholders and /or leadership; and effective at building and maintaining relationships by engaging leaders to establish credibility, solve problems, build consensus, and achieve objectives.
- Proven ability to demonstrate a drive for results and accountability.
- Proven ability to work in an ambiguous environment and collaborate across multiple areas and audiences in order to achieve a common objective.



- Excellent interpersonal skills to influence and spur change, facilitate, and enhance performance within a complex environment.
- Demonstrates decisiveness in resolving problems, making decisions, and identifying priorities.
- Proficient at developing and managing budgets.
- Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple organizations; strong management and coaching skills.
- Ability to work under tight deadlines.
- Able to maneuver through complex political situations to achieve desired outcomes
- Ability and skill to drive and achieve quality results within complex, time constrained goals
- Able to think about whole systems, rather than optimize for one part
- Ability to focus and produce in a remote environment
- Committed to WE Values

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree or equivalent work experience.
- Master's degree is a plus.
- 4-10+ years of project management experience, including tracking and planning projects.
- 4+ years of experience collaborating with stakeholders within a cross-functional matrix environment.
- 0-3+ years of supervisory and/or management experience.
- Project Management Certification is a plus.
- Familiarity with project management software tools, methodologies, and best practices is a plus.

CORE EXPECTATIONS FOR ALL TEAM MEMBERS:

- A willingness to lean into our [touchstones for collaboration](#)
- A willingness to advance along a racial justice and equity journey
- Acting as a servant leader and accompanier, prioritizing the needs of the organizations and communities we serve and where they are as we walk with them on their journey
- Teamwork, generosity, and a willingness to support the good of the whole, not just of their projects
- Humility and a willingness to learn and grow, to acknowledge mistakes and blind spots, and to change
- Lives and models WE in the World values of Servant leadership, Teamwork, Generosity, Equity, Courage, and Integrity

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon business necessity.

WORK ENVIRONMENT: Remote home office.

PHYSICAL DEMANDS: Minimal physical effort is normally required.

TRAVEL REQUIRED: Not required but may be requested less than 10%.

BENEFITS AND PERKS

In addition to our competitive salary and amazing culture, we offer an excellent benefits package: medical, dental, and vision (75% covered for employees, 50% for family); 15 days paid time off, 5 days sick leave, short- and long-term disability coverage, life insurance, flexible spending account, 401K with



employer contribution AND match, and paid time off to serve your community or resources for professional development.

AFFIRMATIVE ACTION/EEO STATEMENT

It is the policy of WE in the World to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all resources, and participation in all WE in the World-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the organization where appropriate.

If interested, please apply [here](#).