



**MORIAH**  
GROUP

## **Job Announcement: Project Manager**

### **Company Description**

Founded in 2015, The Moriah Group is an international consulting firm that helps leaders in philanthropy, government, nonprofit, and youth organizations to advance strategies that can change the future for children, youth, and their families. We bring focus and clarity to the complexities of social issues negatively impacting children so that leaders can plan, prioritize, and implement sustainable solutions. We approach our work through the lens of racial equity and social justice to ensure that solutions for children and their families benefit everyone in a community. For more information, please visit [www.themoriahgroup.org](http://www.themoriahgroup.org).

### **Position Overview**

Reporting to the Vice President, Program Operations, the Project Manager will be responsible for assisting in the day-to-day management of technical assistance and community partnerships projects and meeting the objectives under both. The project manager will work closely with team members across the organization as well as external partner staff to ensure that programmatic goals and targets are met.

S/he will also be responsible for managing the day-to-day logistical and administrative aspects of various programs. The Project Manager will communicate regularly with staff to provide updates and progress including putting in place systems and procedures that will facilitate project implementation.

The Project Manager must be entrepreneurial, innovative, driven, flexible, and able to thrive in a fast-paced, growing, and collaborative environment. The Project Manager will help build internal institutional knowledge and systems to ensure present and future programmatic excellence. The position may also inform strategic growth in services and products.

The successful Project Manager candidate will bring a solid foundation of experience in working in the ecosystem that surrounds youth of color – specifically, boys and young men of color – which may include experience in one or more of the following systems: Education, Justice, Social Services and/or Non-profit community-based organizations. The Project Manager will have a deep understanding of the importance of racial equity and social justice to ensure that solutions for children and their families benefit everyone in a community.

### **Responsibilities**

The Project Manager will serve as the primary project manager for a range of projects, which may include in-person (determined by the course of the COVID-19 pandemic) and virtual trainings/retreats, organizational capacity building, technical assistance, coaching, and research projects. The Project Manager will ensure that the organization meets project timelines, program goals, and benchmarks, at or under budget. The Project Manager will contribute to organizational efforts to build up the internal knowledge, skills, systems, and processes needed to ensure ongoing programmatic excellence. Duties include:

- Manage projects using a project planning and management software
- Track progress of goals, benchmarks, and communication
- Deliver responsive client engagements that may utilize facilitation, assessment, virtual and in person trainings, retreats, consulting, and/ or coaching
- Oversee all logistics, planning, and development of materials for project engagements
- Manage project budgets and expenditures
- Write and edit reports and memoranda
- Execute other related duties as assigned
- Identify and connect lessons learned and findings from projects to increase overall staff knowledge, develop best practices, and inform the ongoing development of new tools, services, and resources

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- Develop systems and practices that ensure consistent, high-quality project management
- Build and maintain strong relationships with team members, and current and prospective partners
- Participate in strategic and programmatic planning with staff to identify and implement organizational goals

### **Qualifications**

- Associate's degree with PMP certification required; Bachelor's degree with PMP certification is preferred
- At least five years of direct project management experience
- Strong values, beliefs, & knowledge in social justice, racial equity, health equity, & gender equity
- Seasoned project manager with experience in independently designing and implementing training, technical assistance, or capacity building projects
- Flexible and self-motivated with the ability to manage and implement multiple, complex projects simultaneously
- Strong strategic thinking and analytical skills
- Experience as a facilitator, presenter, or trainer
- Experience with Project Management software such as Asana
- Experience with email and marketing platforms such as Constant Contact
- Excellent interpersonal, written, and verbal communication skills
- Excellent problem-solving skills, ability to think creatively and independently resolve conflicts and challenges
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A self-directed multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of The Moriah Group

### **Job Type**

This is a full-time, exempt position with a competitive benefits package.

### **Work Location**

This position is fully remote, but we prefer for applicants to be based in one of the cities where The Moriah Group maintains current staff, including: Huntsville, AL; Atlanta, GA; or Washington, DC.

### **Ability to Travel**

When COVID-19 restrictions are lifted and we deem it safe to engage in business travel, there will be local and national travel for single and multi-day meetings, site visits, and retreats.

### **Work Hours/Schedule**

The Project Manager works during traditional business hours, Monday-Friday, 9 am-5 pm. However, Forward Promise staff currently work in the EST and CST time zones, so the project manager must be available to work within these times.

### **Language Proficiency**

Excellent spoken and written abilities in English is required. Multilingual candidates are encouraged to apply.

### **How to Apply**

Please submit a cover letter, salary requirements, and resumé to [info@themoriahgroup.com](mailto:info@themoriahgroup.com) by September 25, 2020. No phone calls will be accepted.

*The Moriah Group is an equal opportunity employer and highly values diversity. People of color are strongly encouraged to apply. Employment decisions are based on merit, qualifications, and skills.*