

MANAGER OF THE PROJECT MANAGEMENT OFFICE (Remote position)

Project Equity grows community wealth by retaining successful local businesses through employee ownership transitions

Do you want to see a world where the average employee has economic security and businesses help build resilient communities? We do too! Project Equity helps employees become owners of the businesses where they work. We raise awareness of employee ownership as a business succession strategy, provide support for businesses to transition to employee ownership, and work in multiple regions throughout the country to create generative ecosystems in support of such work on an ongoing basis.

Help us tap incredible momentum

Project Equity's early success and significant attention from media outlets such as Forbes, NPR and the Washington Post have propelled Project Equity forward as a national leader in the movement to harness employee ownership to maintain thriving local business communities, create quality jobs, and address income and wealth inequality. Project Equity sits at an exciting time of strategic evolution.

YOUR ROLE

The Manager of the Project Management Office (PMO) at Project Equity will play a key role within the Office of the CEO, reporting directly to the Chief of Staff & Senior Manager of Operations and working closely in support of the team leaders in Marketing/ Communications, Regional Engagement, Programs, and Systems/ Operations. This newly created role will drive productivity, excellence, and internal coordination across a 30+ person team.

A successful Manager of the Project Management Office at Project Equity will build capacity, reduce friction, and improve efficiency. They will ensure Project Equity is driving to organizational and project goals while ensuring we are making informed budgetary decisions and managing time. A successful candidate will be prepared to jump into projects that have already kicked-off. This role may advance to taking on responsibilities for how our work is scoped and budgeted as well as inform program goals and organizational strategies.

HOW YOU WILL SUPPORT PROJECT EQUITY'S MISSION AND GROWTH

Project Management

- Serve as an intermediary on several cross-functional projects at a given time:
 - Help define and document SMART (specific, measurable, achievable, relevant, and time-bound) goals

- Identify internal and external stakeholders and document how decisions will be made
- Define key milestones and populate systems and tools to track progress and facilitate both synchronous and asynchronous communication
- Establish metrics on project cost, time inputs, and impact/ outcomes
- Drive projects forward by:
 - Introducing Project Equity teams to common tools, processes, and systems and being an advocate for their adoption for each and every project
 - Serve as a 'north star' to project goals and have a process to 'park' or 'table' distractions
 - Drive decisions or approvals forward when work is stalled
 - Provide early warning to any risks or threats to project's success

PMO Leadership

- Execute a project management needs assessment, discover points of friction in executing work, and inventory current systems, processes, and procedures used across the organization
- Create, socialize, and promote standard check-lists and processes that will evolve over time for project launch, task & resource planning, risk assessment, and progress reporting
- Create, socialize, and promote the adoption of tools and templates that will evolve over time to scope, launch, track tasks, track time, and see progress on active projects
- Help define broader goals into discrete projects for more effective budgeting & planning, fundraising/ sales, and impact & communication

Other Activities

- Lead in the execution of key tasks or lines for projects from time-to-time
- Conduct and support, as needed, desk research for project scoping and execution
- Advise on system or technology needs for the PMO and organization
- Perform additional duties and activities as assigned

HOW YOU WORK

- **You are an organized and detailed-oriented person:** able to demonstrate sound judgment in prioritizing requests and triaging work for yourself as well as others.
- **You are a great communicator:** written, email, phone, and in person. People enjoy engaging with you.
- **You are dependable and make things happen.** When you say it's taken care of, it is. You know how to motivate others, are comfortable with the concept of 'managing up', and you are comfortable with following up to ensure delegated items are completed.
- **You are excited to learn new concepts and technologies** and willing to share your knowledge with others.

- **You're excited to work with an agile and adaptive team.** You are both a self-starter, working really well independently, but you also know when and how to effectively loop in other team members for input, guidance, collaboration and sign off.
- **You work well remotely.** Our team works mostly virtually but maintains a small drop-in office in Oakland, California.

AREAS WHERE YOU SHINE

- You take pride in helping things run well, and enjoy and value administrative functions (we consider them to be vitally important to achieving our mission, and seek someone in this role who feels the same way).
- You are service oriented, patient, and a reliable source of insight and information demonstrating both grace and discretion.
- You love setting up and managing systems so things run smoothly and can be easily understood by others. You are skilled at detailing out processes and training others.
- You're a creative thinker and "do-er," and look for opportunities to suggest and take the lead on making improvements, whether small or large.
- You seek long-term solutions and best practices but embrace incremental change and help bring others along at a pace that works for them.

REQUIRED AND PREFERRED SKILLS

- At least 5 years in a combination of advanced training/ degree or experience in a business administration role, preferably in a firm or organization of between 10 and 50 employees. Experience in the nonprofit or social sector is a plus.
- You have had exposure to business operations, corporate accounting, and a variety of business functions and enjoy learning about such areas.
- Platform and application knowledge with a combination of the following is a plus: Asana, Salesforce, Google Workspace, Microsoft Office, or FormAssembly.
- Demonstrated proficiency in managing work and projects is strongly preferred. Experience, training, and/or certification using standard project management methods, systems, or tools is highly desirable. A PMP or CAPM certification is not required but a plus.
- This position can be located remote from anywhere with a normal working schedule set during U.S. standard business hours. The current supervisor for this role is based in Chicago, Illinois. Occasional in-person coworking may be requested for a successful candidate based in Chicago, Oakland/ Bay Area, or Greater Los Angeles.
- Highly proficient or native English language skills required. Multilingual skills in Spanish or another language is a plus.

Compensation

The starting salary for this position will be in the range of \$75,000 - \$82,000 on an annual, full-time basis. Compensation is commensurate with experience and the required qualifications of the role.

Benefits – regular, full-time employees schedule 25+ hours per week (30 days after hire)

- Medical (PPO, HSA, or HMO options), dental and vision coverage: employer covers 100% of employee premium and 30% for dependents
- Dependent Care FSA
- Basic Term Life, additional voluntary life for employee, spouse, and dependent children available
- Short and long term disability
- Voluntary Critical Illness, Accident, and Hospital Indemnity Insurance available
- Retirement 401K: A dollar for dollar employer match of the employee's contribution, up to 3% of gross wages and 50 cents on the dollar match for the next 1% (3.5% total match)
- Employee Assistance Program – offering consultative, work/life assistance, and legal/financial assistance through a variety of online and telephone-based services
- Generous holiday, vacation and sick leave.
 - Holidays: 12 days annually, which includes 2 floating holidays
 - Vacation: 15 days (years 1 – 4) & 20 days (year 5+)
 - Sick: 10 days annually

Project Equity is currently an independent operating project of the nonprofit umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org). In the foreseeable future, Project Equity will be spinning out to become an independent nonprofit organization.

Multiplier and Project Equity celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and Project Equity are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and Project Equity prohibit discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit based factor.

APPLY HERE: Please be sure to upload your resume and cover letter. In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy. Learn more at project-equity.org.