



**JOB TITLE:** Project Manager

**LEVEL:** Mid Level

**LOCATION:** Washington, DC

**REPORTING TO:** Chief Operating Officer

**ORGANIZATIONAL INFORMATION:**

WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. Since 2009, WEConnect International has provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International member buyers represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. <http://www.WEConnectinternational.org>

**JOB SUMMARY**

As a member of the WEConnect team, you will support the Project Management Office. As a Project Manager, you will have the responsibility for managing and growing donor funded projects with the United Nations and other multi-lateral agencies. In this role you will also be responsible for creating and facilitating processes throughout all project lifecycles including, maintaining annual budgets and workplans. This ideal candidate will oversee all operational related aspects of the project/s while managing deadlines, assigning responsibilities, and monitoring the progress of the project against key performance indicators on a routine basis. As an individual contributor you will be expected to execute effectively and efficiently all aspects of WEConnect funded projects assuring project deliverables are completed on time and within budget. This position requires an individual to work collaboratively with internal and external stake holders ensuring all parties are kept informed of changes or updates to project deliverables or timelines. This position requires an individual who is committed to excellence, is entrepreneurial in spirit and has a strong business acumen.

**Core Values and Culture:** As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

### **Essential Duties**

- Develop full scale project plans
- Manage project budget
- Define project tasks and resource requirements
- Facilitates the definition of project scope, goals, and deliverables
- Plan and schedule project timelines
- Conduct market research as required by project
- Manage client deliverables including the drafting of deliverables such as research papers, hosting events, facilitating data gathering, and stakeholder engagement
- Track project deliverables using project management tools
- Advise key stakeholders on all aspects of project life cycle, changes and or anticipated risks
- Leads the development and review of project budgets, working closely with the Finance Team
- Regularly reviews and uses data from budget versus actuals to inform key budget decisions
- Project evaluations and assessment of results
- Prepare quarterly and annual project donor status reports
- Ensures key data are incorporated into workplan updates on a routine basis

### **HANDS ON SKILLS AND EXPERIENCE**

- Experience in consulting environments with the **United Nations or other government agencies highly desired**
- Experience with the management of government and multi-lateral contracts.
- International work experience
- Knowledge of project management techniques and tools
- Ability to implement project management practices and processes
- Expert in managing multiple complex projects simultaneously
- Proven experience in strategic planning
- Well versed in project budgeting, managing burn rates, and optimizing cost allocations across multiple donors
- Experience working across functions as part of a large organization
- International work experience preferred

### **ADDITIONAL QUALITIES**

- Collaborative problem solver
- Proficiency in all Office 365 tools
- Efficient with program management tools
- Exceptional time-management, organizational, analytical, and problem-solving skills
- Consistent analytical mindset
- Self-starter who thrives in fast paced environment



## **EDUCATION & TRAINING**

- Master's Degree in Business or related field
- PMP Certification preferred
- Proficiency in the complete Office 365 office suite including MS Project

Note \* This is a U.S. based position with preference in Washington D.C

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.