



Job Description

Job Title: Project Manager

Department: Operations

Location: Remote

Supervisor: Chief Operating Officer

FLSA Status: Exempt

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Position Overview

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, collaborative, creative, self-motivated, adaptable, and process minded. The individual should have relevant business experience, specific training and development skills and strong communication skills to be able to adjust to the different requirements and cultural conditions of the diverse operating environments. The Project Manager for WEConnect International is responsible for managing and growing donor funded projects from multilateral agencies. In addition, this role is responsible for creating and facilitating processes throughout all project lifecycles including maintaining annual budgets and workplans. The Project Manager oversees 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 this role is 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 stakeholders 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.

POSITION RESPONSIBILITIES

- 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.

Additional Responsibilities

- Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities.

Key Qualifications

- Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- PMP Certification preferred.
- Experience with the management of multi-year contracts.
- 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. Efficient with program management tools.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Collaborative problem solver. Exceptional time-management, organizational, analytical, and problem-solving skills. Self-starter who thrives in fast paced environment.

Computer Skills

Proficiency in the complete Office 365 office suite including MS Project. Familiarity working in a PC environment with Dell equipment.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies: Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.



- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Organization Information

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$4 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.
www.WEConnectInternational.org



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

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 in the United States.