



CAPITAL IMPACT  
PARTNERS

**Project Manager**

Arlington, VA

The role of the Project/Portfolio Manager is to manage the complete project lifecycle through final implementation. This individual will be responsible for delivering business and IT projects successfully and on time, as well as managing the project and resource portfolios necessary to support the full and correct utilization of Capital Impact Partners project resources, while providing counsel and management support to other project managers in the organization.

1. Manage the day to day operational and technical aspects of projects (60%)
  - Direct and manage project development from beginning to end.
  - Define project scope, goals and deliverables in collaboration with stakeholders.
  - Set and manage project expectations with team members and other stakeholders.
  - Effectively communicate project expectations to project team members and stakeholders.
  - Plan, schedule, and track project timelines and milestones using appropriate tools.
  - Define project success criteria and communicate them to involved parties throughout project life cycle.
  - Estimate the resources and participants needed to achieve project goals, and recommend subsequent resource changes where necessary.
  - Coordinate with other department managers for the required personnel to complete projects.
  - Develop full-scale project plans and associated communications documents.
  - Prepare Project Status Reports, analyze results, and troubleshoot problem areas.
  - Lead project team meetings.
  - Delegate tasks and responsibilities to appropriate personnel.
  - Identify and resolve issues and conflicts within the project team.
  - Identify and manage project dependencies and critical path.
  - Develop and deliver project documentation, and presentations.
  - Proactively manage changes in project scope, identify potential problems, and develop contingency plans.
  - Supervise and motivate project team to take action and hold them accountable for their assigned work.
  - Build, develop, and grow any business relationships vital to the success of the project.
  - Conduct project post implementation reviews and create a recommendations report in order to identify successful and unsuccessful project elements.
  
2. Lead and manage the development of the CIP project portfolio (20%)
  - Review status reports from project managers, analyze results, and troubleshoot problem areas/mitigate project risks.
  - Develop and maintain a Project Portfolio Management Report
  - Analyze resource allocations to ensure deliverables are completed and identify conflicts and bottlenecks.

- Direct the progress of all projects within the portfolio from beginning to end.
- Identify and manage inter-project dependencies
- Review and assess change requests, and requirements documentation to ensure smooth project progression.
- Identify and resolve issues and conflicts within and between various project teams.
- Monitor the status of projects in the Project Portfolio and communicate with Management on an ongoing basis.
- Coach, mentor, motivate, and supervise project team leads

3. Ensure alignment of the CIP project Portfolio with the Organization's Strategic Plan (10%)

Develop a strong understanding of the CIP Strategic Plan

Build, develop, and grow any business relationships vital to the success of projects.

Effectively communicate and manage project expectations to project managers, owners, sponsors, team members, and other stakeholders in a clear and concise fashion.

Define how the scope, goals, and deliverables of projects should support business goals, in collaboration with senior management.

4. Assist in setting standards, monitoring results, and providing the infrastructure required for CIP to select the right projects, and successfully complete all projects. Advisor and implementer of CIP project management methodology and tools (10%)

- Develop best practices, techniques, and tools for project planning, execution, project management, ongoing milestone/deliverable tracking, communication, and key performance metrics.
- Communicate project management standards and techniques to the appropriate staff.

Education & Certification:

University degree or college diploma

PMP Certification

Knowledge & Experience:

- Ten years of business or IT experience in financial services with 5 or more years of project management experience, and 1 year minimum experience implementing portfolio management activities and processes
- Strong familiarity with project management software, such as Microsoft Project
- Familiar with programming languages, including Java and Asp.Net
- Database and operating systems experience with MS SQL Server
- Competent and proficient understanding of platforms, such as Microsoft Windows
- Technically competent with various software programs, such as Microsoft Office

Personal Attributes:

- Ability to bring projects to successful completion.
- Ability to defuse tension among and between project teams, should it arise.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to elicit cooperation from a wide variety of sources, including upper management, third party vendors, and other departments.
- Ability to facilitate relations between business groups and technology departments.
- Ability to communicate with project team leads, team members, and contractors who come from a broad spectrum of disciplines.
- Adept at conducting research into project-related issues and products.

- Adaptable to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Customer service skills.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Able to learn, understand, and apply new technologies.
- Ability to persuade, encourage, and motivate others.
- Solid leadership skills.
- Strong interpersonal skills.
- Strong written and oral communication skills.

Work Conditions:

- Overtime may be required in meet project deadlines.
- Sitting for extended periods of time.
- Ability to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

If you would like to apply for the position, please send your resume and cover letter to [estewart@ncb.coop](mailto:estewart@ncb.coop).