CROSS-FUNCTIONAL PROJECT MANAGER

Executive
Nurse-Family Partnership
National Service Office
(Exempt)

Mission
Nurse-Family Partnership positively transforms the lives of vulnerable babies, mothers and families.

Vision
A future where all children are healthy, families thrive, communities prosper, and the cycle of poverty is broken.

Position Description

We are seeking a passionate, experienced, resourceful and collaborative leader to develop and provide overall organizational project management. This person will manage coordination, administration and timely execution of cross-functional projects, including setting, tracking and meeting deadlines, coordinating schedules, facilitating communication between project team leaders, and bringing project teams together into a cohesive whole. This position ensures that projects stay on schedule, and includes coordinating and informing executive leadership of status and potential issues. Additionally, this position coordinates communication between project teams, executive leadership and stakeholders. The PM also mediates disputes and uncovers hidden objections or concerns that team members may be reluctant to share.

This position is based in the NFP National Service Office in Denver, Colorado.

Key Job Outcomes

• Develop and maintain overall organization project execution plan/charter, including approach, scope, tasks, durations, work effort, dependencies, budget, planning assumptions, risk profile, team structuring, staffing, resource allocation and deliverable definitions
• Produce high quality information that informs data-driven decision-making in program and business operations for the organization

Essential Duties and Responsibilities

• Creates and executes project work plans and revises as appropriate to meet changing needs and requirements
• Identifies resources needed and assigns individual responsibilities
• Liaison between leadership teams and project teams
• Reviews deliverables prepared by teams before passing to clients
• Effectively applies a methodology and enforces project standards
• Prepares for engagement reviews and quality assurance procedures
• Minimizes exposure and risk on projects
CROSS-FUNCTIONAL PROJECT MANAGER

Executive
Nurse-Family Partnership
National Service Office
(Exempt)

- Ensures project documents are complete, current and stored appropriately
- Holds regular status meetings with project team leaders
- Keeps project team leaders well informed of changes within the organization
- Facilitate project team leader meetings effectively
- Resolve and/or escalate issues in a timely fashion
- Achieve results through processes that are clearly defined and effectively communicated
- Track lessons learned and share lessons with project team leaders
- Exhibit sensitivity, openness, and a spirit of inquiry into other world views and cultural orientations; support department and organizational strategies, policies, practices and processes which foster an inclusive environment and build cultural awareness
- Other duties as assigned
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Skills & Experience

- Bachelor’s degree required, with PMP certification preferred
- 8 years of experience managing projects with increasing scope and deliverables
- Ability to adapt to unexpected setbacks and have a plan for when things don’t go as planned
- Understanding of how to communicate difficult or sensitive information tactfully
- Ability to identify opportunities for improvement and make constructive suggestions for change
- Ability to manage the process of innovative change effectively
- Lean-Agile leadership skills

Supervisory Responsibilities

This position reports to the President and CEO. While this position has no direct reports, it supervises cross-functional teams from multiple departments. The number of project leaders varies depending on the number of projects.

Core Organizational Values

- Be tenacious caregivers by bringing passion and excellence to our nursing practice and professional services
CROSS-FUNCTIONAL PROJECT MANAGER

Executive
Nurse-Family Partnership
National Service Office
(Exempt)

- Actively listen to and persistently serve our families and our implementation network
- Provide leadership in the field of evidence-based and home visitation programs
- Seek and find solutions
- Innovate and stay relevant
- Translate and enhance the science of pregnancy, brain and early childhood development to serve vulnerable babies and families
- Respect and honor differences in race, ethnicity, religion, sex, national origin, disability, age, sexual orientation, gender identity and veteran status
- Be respectful, collaborative and tenacious in all of our interactions with each other and on behalf of our families and implementation network
- Do more with less

To learn more about the program and the national office, please visit www.nursefamilypartnership.org.

Interested applicants should submit a cover letter and resume on the Nurse-Family Partnership Careers Page: www.nursefamilypartnership.org/about/careers

EOE F/M/D/V

Equal Employment Opportunity / Affirmative Action Statement

Nurse-Family Partnership is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, sexual orientation, disability, genetic information, military or veteran status, or any other applicable status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers and non-employees such as customers, clients, vendors and consultants. This policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

Nurse-Family Partnership shall take affirmative action to ensure applicants and employees are treated without regard to race, religion, color, age, marital status, disability, sex or national origin in all employment actions including, but not limited to recruiting and selection; promotions; demotions and transfers; rates of pay and other forms of compensation; selection for company sponsored training; and layoffs or other terminations of employment.

NFP will make reasonable accommodations for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to NFP or cause direct threat to health or safety.