

Project Manager I, Economic Development

Job Description

Overview

Waymaker Group is looking for a new team member to join our fast-growing consulting firm of dynamic individuals working to expand innovation districts across the U.S. The Project Manager I will provide exceptional services to our clients by delivering the contracted projects/initiatives on-time, on-budget and within scope. Projects may include, but are not limited to, innovation/market studies, strategic planning, cluster coalition & program development, program implementation, funding identification & pursuit, and real estate programming & design guidance. The role will require close collaboration both internally, with the senior leadership team and Waymaker's strategic partners, and externally, with the client and their vendors & partners. This role will work alongside the Director of Operations. Waymaker Group's team is committed to supporting each other and, as with many small businesses, your job responsibilities will vary and will not be confined to the specific responsibilities outlined for this role.

About Waymaker Group

Waymaker Group is a full-service technology-based economic development firm focused on helping city leaders plan and fund mixed-use innovation districts. We develop clusters, attract anchor tenants, build diverse talent pipelines, and propel inclusive growth. Our goal is to inspire and engage our clients by taking the time to understand their unique market and introducing them to national innovation district best practices. Ultimately, we work with them to **implement** funding and programming plans. In the last three years, we've grown our portfolio from one city to fifteen and expanded our team to include nationally renowned, hands-on experts. Together, with our clients, we jumpstart innovation districts by securing funding and getting shovels in the ground in half the time.

Just like the cities we serve, Waymaker Group values all individuals' unique roots and histories. We are committed to building a team that supports the strength in diverse backgrounds to better serve our clients and each other.

Waymaker Group's employment decisions are based on business need, job requirements, and individual qualifications. We welcome all candidates regardless of age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law. Waymaker Group is proud to be an equal opportunity employer.

Responsibilities

- Collaborate with the Director of Ops/Ops Team to provide exceptional service delivery to our clients
- Ensure client projects/initiatives are executed on time and within budget and scope
- Define new project scopes and outline tasks and objectives
- Develop project timelines & responsibility matrices based on scopes of work using Waymaker's PM software, Monday.com
- Provide monthly activity summaries & activity projections to clients
- Provide quarterly status reports to clients
- Lead meetings with project teams & client liaisons
- Monitor project statuses while also managing the project team's individual tasks with keen attention to detail to avoid any unpleasant surprises (utilizing Waymaker's PM software)
- Provide project updates consistently to various stakeholders about strategy, adjustments, and progress
- Manage project resources in an effective and efficient manner
- Manage contracts with vendors and subcontractors by assigning tasks and communicating expected deliverables
- Participate in semi-annual scope of work check ins with client liaisons to ensure clients needs are meet
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Alert the Ops Team of potential scope creep and, together, develop a strategy to address the scope creep on a case-by-case basis

- Openly communicate with the Ops Team regarding resources needed to reach objectives, project performance, and suggested areas for improvement
- Depending on the background of the chosen candidate, the PM may be asked to help execute/complete certain tasks & deliverables

Qualifications

- 3-5 years of project management experience preferred
- 3-5 years of relevant experience in tech-based economic development and/or public policy or urban planning preferred
- Knowledge of emerging technology fields (biotech, healthcare, cyber, AR, advanced manufacturing, etc.) preferred
- Excels at cross-team collaboration
- Ability to alter communication styles as needed, and assign tasks to people with different workstyles
- Experience with design, implementation, measuring and reporting on innovation economic development programs
- Demonstrated experience managing projects successfully from start to finish
- Strong organizational skills and the ability to prioritize a variety of tasks and demands
- Proficiency with Monday.com strongly preferred, or similar project-management softwares (Asana, MS Project, Smartsheets, etc.)
- Excellent verbal, written and interpersonal communication skills
- Excellent customer relationship skills
- Demonstrated adaptability and willingness to learn and help out where needed
- Comfortable working in a fast-paced startup/entrepreneurial environment
- Strong technological skills and ability to work with a variety of software systems
- Willingness to use previous experience to execute projects/initiatives for our clients in addition to managing the project
- Ability to travel up to 25% of the time
- A passion for innovation and economic development advancement across the U.S.
- Willingness to work hard and celebrate results with a remote team dedicated to supporting each other and our clients

If you don't have all of these qualifications but have other relevant skills or experience that you think make you a good fit for this role, we encourage you to apply and speak to those attributes in your cover letter.

Salary & Benefits

- The Project Manager I role is a full-time (30-40 hr/wk) consultant position. There will be a 90-day trial period at the end of which a review will be conducted and the candidate can become eligible for full-time employment. Full-time employment will be offered based on business needs and is not guaranteed.
- Full-time consultant fees range from \$50-75/hr with full-time salary ranging \$90K-\$120K/year. Candidates chosen for full-time employment will be eligible for health, dental & vision insurance and retirement benefits.
- This position is remote but requires travel to cities across the US about 25% of the time. Work hours are flexible. Waymaker provides reimbursement for travel and business expenses.

To apply, please submit a cover letter and resume to hr@waymaker-group.com.

Application deadline: February 29, 2024

Anticipated Hire Date: March-April 2024