

## United Way of Greater Rochester Career Opportunity



### Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

### Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this community stronger and more vibrant together.

### Values

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

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## Job Title: Project Manager

**FLSA Classification:** Exempt

**Reports to:** Chief Operating Officer

### Summary

The Project Manager is responsible for scoping, planning, organizing, managing and directing strategic projects and initiatives at United Way.

The first project is the implementation and completion of a Data Warehouse. The Project Manager will work with the Sr. Director of IT and a consulting group for this project and will have direct responsibility of the Data Warehouse project during the initial 6 months build phase. This role incorporates the development and maintenance of effective project planning tools and assets to support the delivery of the Data Warehouse solution, as well as facilitating the day-to-day running of the project. This includes but is not limited to: team stand-ups; sprint planning; and technical demonstrations. The Project Manager will collaborate with United Way employees and third party vendors and stakeholders to implement the new Data Warehouse.

The Project Manager's role will align with United Way's mission and will oversee projects including: The Electronic Pledge process, grants management process and a variety of other projects at United Way. Projects will vary in scope and duration and will align with United Way's mission, strategic framework and action plan. The Project Manager will ensure these projects are on time, on budget, meet deliverables and are within scope.

**Essential Functions**

- Manage all aspects of projects and create alignment to support the achievement of priority objectives
- Demonstrate functional acumen to support how solutions will address United Way's Data Warehouse and other project priorities, while maintaining alignment with evolving industry standards
- Ensure alignment and coordination across all stakeholders and activities
- Support the Leadership Team to ensure communication flows across various stakeholders and structures for projects
- Set and continually manage project expectations while delegating and managing deliverables
- Provide status reporting regarding project milestones, deliverable dependencies, risks and issues to employees and other stakeholders
- Participate in establishing and implementing practices, trainings, templates, policies, tools and partnerships
- Identify information (both qualitative and quantitative) required to make decisions; conduct research, analyze, and create material for appropriate audiences
- Stay current on project management tools, development issues, exemplary programs, resources and information related to United Way strategies
- Manage budget and financial information related to cost of deliverables. Work with the finance team to meet budgetary objectives and adjust to projects when needed based on financial analysis and feedback.
- Consistently demonstrate the values and mission of United Way
- Perform other duties as assigned

**Skills and Competencies**

- Project management skills and the ability to handle multiple projects, problem-solve and demonstrate initiative
- High technical and data aptitude
- Strong attention to detail
- Ability to make decisions with high judgement skills
- Adept in learning technology and systems
- Strong communication skills
- Experience and comfortable with agile project management or other project management methods
- Mission and community focused

**Supervisory Responsibility**

None

### **Travel**

Local travel may be required on an occasional basis



### **Education and Experience**

A Bachelor's degree in a related field from an accredited program with at least 2 years of experience in a Project Management role; or at least 5 years of experience in a Project Management role; or equivalent combination of education and experience. PMI certification is preferred. Experience in working with Information Technology and/or Data departments on projects is highly preferred for the Data Warehouse Project.

### **How to Apply**

Candidates may apply online at:

<https://www.uwrochester.org/About-Us/Join-Our-Team>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

United Way of Greater Rochester is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.