

## Project Manager

The Ohio Business Connection (OBC), a 501 (c)(3) nonprofit organization focused on small business development, is seeking a project manager for its organization. OBC manages information technology for the Small Business Development Centers of Ohio and provides IT services to other government and nonprofit agencies. This project manager will primarily oversee software and web development projects, but will have additional responsibility in the operation of the nonprofit.

Job Location: Kettering, OH

Salary Range: \$40,000-\$48,000

Travel: In-state travel up to 20% of days. Limited overnight travel required.

### Requirements:

- Bachelors degree in an Information Technology, Business, or Public Administration discipline or 5 years experience in one of these areas
- At least 3 years of project management experience
- US Citizenship

### Responsibilities:

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

Desired Qualifications:

- General understanding in the areas of application programming, database and system design
- Working knowledge of PHP programming language
- Understands Internet, Intranet, Extranet and client/server architectures.
- Awareness of new and emerging technologies and the potential application on client engagements.

Competencies:

- Financial management skills
- Good communication (verbal and written) and interpersonal skills
- Excellent business management and developmental skills
- Leadership qualities
- Efficient team management skills
- Ability to resolve conflicting situations
- Computer or technical knowledge
- Effective problem solving and negotiation skills

Resumes should be forwarded to Kimberly Kollig at [kim@obc-inc.org](mailto:kim@obc-inc.org) no later than June 30, 2010. Questions may be submitted to the same address. No telephone inquiries or paper resumes will be accepted.