

<b>JOB TITLE:</b>	SENIOR PROJECT MANAGER
<b>REPORTS TO:</b>	VP OF OPERATIONS
<b>STATUS:</b>	EXEMPT
<b>SALARY RANGE:</b>	<b>\$70,000 - \$90,000</b> <i>dependent on experience</i>

**Summary:** The primary responsibility of the senior project manager is to manage large client campaigns through the project lifecycle, including but not limited to initiating scoping and project plans, creating estimates, managing budgets and timelines, managing contracts and ensuring consistent communications within client services and project teams. This is a full-time, salaried position with benefits.

### **Core Expectations and Responsibilities**

The senior project manager is evaluated on success in meeting the following core expectations:

- Manage large and complex client projects to ensure all projects assigned are high quality, within scope, on- time and on-budget
- Work with project teams to create project architecture, timelines and budget estimates
- Assign and manage project tasks, allocate internal and external resources; monitor project timelines and project budgets
- Communicate with management team weekly about the status of all projects in progress
- Facilitate project kickoff/status/post mortem meetings
- Manage assigned project actuals and profitability
- Work with account teams to create proposal scopes of work, including schedules and estimates
- Draft and monitor client contracts and subcontractor agreements; manage project change orders
- Must be able to balance the needs of SE2 with delivering outstanding quality to clients
- Act as agency advocate in both internal and client facing meetings
- Implement and grow project management philosophy and tools within the firm

### **Core Requirements**

- Bachelor's degree or comparable professional experience
- **5-8 years** of experience as a project manager
- Established experience project managing sizeable state and federal contracts
- Knowledge of Workamajig® or Asana project management software platform strongly preferred
- Proven problem-solving skills with ability to motivate and influence others
- Solutions-oriented with ability to drive initiatives through to completion

- Process-oriented with ability to balance agency and client needs
- Proven ability to multitask and prioritize competing timelines
- Broad network of vendors and freelancers

**TO APPLY**

**Please submit a resume and cover letter to [Jobs@SE2Communications.com](mailto:Jobs@SE2Communications.com) by November 12, 2021.**

**Please put 'Senior Project Manager' in the email subject line.**