



Metropolitan Group

the power of voice

SENIOR PROJECT MANAGER

Portland Office

About Metropolitan Group

Metropolitan Group is a full-service, strategic and creative agency that builds the power of voice and resources of the people, organizations and communities that drive social change. Since 1989, we've worked exclusively on behalf of social purpose, mission-driven organizations—some of the world's leading nonprofits, foundations, public agencies and socially responsible businesses. We are a certified B Corp and have been recognized by the independent non-profit B Lab as being one to the top 10% of companies worldwide for social impact. Metropolitan Group has offices in Chicago, Portland, OR, San Francisco and Washington, D.C. and a sister company, Impacto Social Metropolitan Group, in Mexico City, Mexico.

We offer a range of services within four integrated practices:

- **Strategic Communication:** stakeholder-engaged research, public will building, social marketing campaigns and impact branding
- **Multicultural Engagement:** customized strategies and tools designed with cultural context, language nuance and literacy levels
- **Organizational Development:** strategic planning, capacity building, training and technical assistance
- **Resource Development:** fundraising strategy and partnership development

For more information visit www.metgroup.com.

POSITION SUMMARY

The Senior Project Manager, working out of our Portland office, will work in collaboration with other members of the MG team across the company. The Senior Project Manager will manage a set of projects, ensuring coordination and team deployment against a strategic workflow. In this capacity, they will participate as a member of the project-level or account-level core team and be tasked with tracking and promoting on-time delivery of work products, as well as troubleshooting budgets, team capacity, Statement/Scope of Work (SOW) shifts/needs, project contract management and project financial reporting. Additionally, the Senior Project Manager will support the development of SOW and budgets for new or amended phases of work.

When a project requires, the Senior Project Manager will provide centralized leadership, accountability and mentorship for any other project managers on an account. The ideal candidate thrives in a fast-paced environment with multiple projects taking place at one time.

As a member of the MG team, we anticipate the Sr. PM will help the company continuously assess and evolve best practices and models for project management as well as tools and resources to improve team efficiencies.

GENERAL RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO:

TEAM AND PROCESS MANAGEMENT: The Senior PM will be charged with project work flow and team management, with responsibilities to include:

- Planning for, and deploying team against, a strategic workflow
 - Developing and maintaining project/account workplan, or overseeing a more junior project manager in doing so.

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- Managing team capacity (team members have the necessary time allocated to do the work) on an ongoing basis
- Requesting and tracking team member work time
- Tracking and promoting on-time delivery of work products
 - Drafting, maintaining and driving meeting (both internal and potentially client) agendas (for effectively prioritized meetings)
 - Tracking next steps across all deliverables (via punchlist or other tool)
 - Ensuring on-time, quality delivery of all work products
 - Leading close-out process when project completes
- Participating as a member of the project-level or account-level core team
 - Ensuring development and circulation of strategic brief and creative brief for each new project within an account
 - Interfacing with, and reporting regularly to, account lead and strategic director to ensure on-time and on-budget delivery and all team members have the information and resources to be successful
 - Collaborating with other departments when applicable such as the internal creative and digital teams
 - Troubleshooting budget, team capacity, scope of work (SOW) shifts and other needs
 - Providing centralized leadership, accountability and mentorship for all project managers on account

ACCOUNT AND FINANCE MANAGEMENT: The Senior PM will be tasked with budget management and contract management for contracts up to \$3million, with responsibilities to include:

- Reporting against project financial health to internal teams
 - Building and maintaining a project dashboard, or overseeing a more junior project manager in doing so.
 - Providing monthly assessment of burn rate via contract analysis
 - Completing monthly account reconciliation/billing worksheets
 - Managing subcontractor, of counsel and vendor financial reporting, and ensuring integration with MG reporting
 - Ensuring monthly reporting is completed by all PMs on the account
- Contract management
 - Developing contract/financial brief, in collaboration with account lead and MG contract manager
 - Serving as lead representative to client contract office
 - Preparing and submitting invoices as required by contract, working with other project PMs as needed
 - Ensuring all contractual reporting requirements are met
 - Ensuring subcontracts, of counsel contracts and vendor contracts are in place and accurate before work begins
 - Support development of SOW/budgets for new or amended phases of work

REQUIREMENTS

- Demonstrated high-level coordination, project and budget management experience for projects of over \$1 million
- Demonstrated interest or commitment to social justice
- Ability to work independently in a fast-paced environment.
- Ability to manage others, and hold team members from every level of the agency accountable
- Experience working with diverse communities is preferred
- Bi-lingual or fluency in other language(s) is preferred but not required
- Must be authorized to accept employment in the US

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EXPECTATIONS

- Provide high quality, professional project management services and expertise on multiple projects in a fast-paced agency
- Have upbeat, creative and professional demeanor
- Be a team player and excel at team-oriented problem solving
- Demonstrate an excellent work ethic
- Work effectively in a multicultural environment
- Support and embody the organization's values, goals and operating principles

HOURS

Professional hours of 40 hours per week, as well as any additional time necessary depending on client deadlines and internal projects.

COMPENSATION

Negotiable depending on experience, and commensurate with company compensation structure

BENEFITS

- Employer-paid medical/vision insurance on first of the month following employment
- Dental insurance paid at 50 percent by employer on first of the month following employment
- Employer-paid life, short-term and long-term disability insurance plans available on the first of the month following employment
- Monthly transportation and cell phone allowance
- Charitable contribution match up to \$100 per year
- Incentive and bonus plan
- Professional development program
- Ten paid vacation days per year after first 90 days of employment, plus one additional day accrued for each year of employment (up to a total of 15 days additional vacation days); one spiritual holiday of your choice.
- Five days of wellness leave available per year, accruable up to 20 days.
- One month (30 days) paid sabbatical eligibility after each seven years of continuous employment.
- MG paid holidays off: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas.
- MG to reimburse for work related expenses (mileage at IRS rate).
- 401k-retirement plan: You are eligible to participate in this program on the first calendar quarter after six-months of full-time employment. As a participant, you may make tax-deferred contributions up to the maximum allowable amount into the plan. MG will make an annual contribution equal to three percent of your compensation while you are a participant in the plan.

REVIEWS

After 90-day trial period: annual formal review, periodic/informal reviews and "check ins" as needed or requested by either party.

DRESS

Professional office attire

Equal Opportunity Employer

APPLICATION INFORMATION:

Send a cover letter, resume and two writing samples (examples include but are not limited to: press release, social media post(s), case study, article, website content, etc.) to hr@metgroup.com. Search will remain open until position is filled.

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