



PROJECT MANAGER

Portland, Oregon or
Washington, D.C.

**We're seeking
a passionate
change agent**



Metropolitan Group

the power of voice



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About Metropolitan Group: A Social Change Agency

Metropolitan Group **brings more than 33 years** of helping the world's change agents create social impact. We are 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 mission-driven organizations, including many 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 nonprofit B Lab as being one of the top 10 percent of companies worldwide for social impact. Metropolitan Group has offices in Chicago; Portland, Oregon; San Francisco; and Washington, D.C.; and a sister company, Impacto Social Metropolitan Group, in Mexico City.

Recent Clients Include: NASA, U.S. EPA, USDA Forest Service, The Kresge Foundation, Ford Foundation, Earthjustice, Environmental Defense Fund, The Rockefeller Foundation, Robert Wood Johnson Foundation, American Heart Association and many other social impact organizations.

We offer a range of services within **integrated practice areas:**

- **Organizational Strategy and Innovation:** Create visionary and actionable plans, grow values-based organizational cultures, build capacity, systems and skills—including around justice, equity, diversity and inclusion—and design evaluation and learning.
- **Strategic Communication:** Brand social purpose organizations and connect with people's core values to change narratives; build public will; advocate for behavior, practice and policy change; and promote new social norms.
- **Intercultural Engagement:** Ensure resonance in communication with cultural context at the forefront; enable diverse stakeholders to exchange ideas and discover shared interests; and craft solutions together across cultures to create a more just and sustainable world.

For more information visit [metgroup.com](https://www.metgroup.com).

PROJECT MANAGER

Position Summary

Working out of our headquarters in Portland, Oregon, or in our Washington, D.C. office, the Project Manager will collaborate with other members of the MG team to ensure that client projects are completed with quality—on time and on budget.

They will participate as a core member of multiple project teams, tasked with creating and maintaining work plans; building and analyzing complex budgets; tracking and troubleshooting team capacity; reconciling shifts in scope; ensuring contract compliance; and reporting on project financial health.

Additionally, the Project Manager will support the development of proposals and budgets for new or amended phases of work.

The Ideal candidates are comfortable in a collaborative, mission and impact focused billable environment. They are detail-oriented, have strong technical skills, and thrive when working on and balancing multiple projects at one time.

General Responsibilities Include (But Are Not Limited To):

Team and process management

- Develop and maintain project work plan.
- Manage team capacity to ensure that team members have the necessary time allocated to do their work.
- Collaborate with MG's creative team, digital team and executive support team to coordinate and schedule work time.
- Develop agendas, facilitate, and take notes for internal and client meetings.
- Track next steps across all deliverables.
- Ensure on-time delivery of all work products.
- Manage project kickoff and closeout processes.
- Maintain project files.
- Collaborate with and report regularly to account lead and strategic director.

- Serve as a lead point of contact with clients—triage requests and provide responsive and professional customer service.
- Troubleshoot budget, team capacity, SOW shifts and needs.

Budget and contract management

- Review and analyze project dashboard regularly.
- Provide routine assessment of project burn rate and production projections.
- Complete monthly account reconciliation/billing worksheets.
- Manage subcontractor, of counsel and vendor financial reporting.
- Build a nuanced understanding of project contracts, and ensure all contractual reporting requirements are met.
- Serve as lead representative to client contract office.
- Prepare and submit invoices as required by contract.
- Ensure subcontracts, of counsel contracts and vendor contracts are in place and accurate before work begins.
- Support development of proposals and budgets for new or amended phases of work.

Requirements

- Three to four years of relevant experience, or equivalent coursework.
- Ability to articulate complex information clearly and concisely.
- Work well independently and as part of a team.
- Must be authorized to accept employment in the United States.
- Experience with Mac operating systems, Google suite (preferred).
- Experience working with project management software (preferred).
- Experience working for a creative agency (preferred).
- Experience working with diverse communities (preferred).
- Bi-lingual or fluency in other language(s) (preferred).

We encourage all applicants, irrespective of gender, race, religion, age, sexual orientation or gender identity, disability or other identities. We encourage candidates with less traditional backgrounds and experiences to apply—even if you don't believe you meet every requirement outlined above.

PROJECT MANAGER

Expectations

- Provide high-quality, professional project management service to internal and client teams.
- Manage multiple projects and deadlines simultaneously.
- Be a team player and excel at team-oriented problem solving.
- Contribute positively to the psychological safety of an intercultural environment.
- Serve as a member of the MG team, providing ideas and input on strategic and creative challenges, assisting with project implementation, supporting internal projects and fulfilling other duties necessary for the success of the organization.
- Support and embody the organization's mission, values, goals and operating principles.

Hours

Professional hours of 40–45 hours per week, as well as any additional time necessary depending on client deadlines and internal projects.

Compensation

This is a full-time exempt position. The starting base salary for this position is \$55,000 per year, and is negotiable depending on experience and commensurate with company compensation structure.

Benefits

- All employees are eligible for bonuses based on individual and company performance.
- MG has a profit share program and distributes 20 percent of profits to employees based on an allocation formula. Employees are eligible after a full year of employment.
- Employer-paid medical/vision insurance on the first of the month following employment start date.
- Dental insurance paid at 50 percent by the employer on the first of the month following employment start date.
- Employer-paid life, short-term and long-term disability insurance plans available on the first of the month following employment start date.

- Flexible Spending Account.
- Monthly transportation and cell phone allowance.
- Charitable contribution match of up to \$100 per year.
- Professional development program.
- Fifteen paid vacation days per year after the first 90 days of employment, plus one additional day accrued for each year of employment (up to a total of 20 total vacation days).
- Ten 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, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and one personal holiday of choice.
- MG to reimburse for work-related expenses (e.g., mileage at IRS rate).
- 401(k) 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 into the plan up to the maximum allowable amount. MG will make an annual contribution equal to 3 percent of your compensation while you are a participant in the plan.

Equal Opportunity Employer

At Metropolitan Group, we know that diverse backgrounds, experiences and cultures strengthen our work and our workplace. We strive to create an intercultural workplace through greater recognition, understanding and appreciation of a broad range of differences among individuals and groups within society, and to incorporate an intercultural perspective in our work.

Application Information

To apply, please fill out the following application [here](#).

If you have any questions or concerns send an email to: JoinTheTeam@metgroup.com.

Anticipated hire date will be in August/September 2022.



Chicago
Mexico City
Portland
San Francisco
Washington, D.C.

STRATEGIC COMMUNICATION INTERCULTURAL ENGAGEMENT ORGANIZATIONAL STRATEGY AND INNOVATION

Metropolitan Group crafts strategic and creative services to amplify the power of voice of change agents in building a just and sustainable world.

metgroup.com
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