

Project Manager

Team: Practice Group

Reports to: Project Directors

FLSA Status: Exempt

Salary Grade: 21

Primary Objective of Position

The **Project Manager** is responsible for the planning and management of complex projects within the practice group. In this role, they work closely with the Project Director to plan and designate project resources, define roles and responsibilities, and build accountability across the team. The Project Manager supports the team by preparing budgets, monitoring progress, and keeping the team informed and accountable to project milestones and deliverables.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment, juggling multiple deadlines and project teams.

Essential Areas of Accountability

- Create and maintain project management plans that lay out the direction, work breakdown structure, critical path, timeline, deadlines, and budget based on scope of work and resource requirements.
- Develop and manage a detailed project schedule and work plan with contingencies to track key milestones and mitigate project overage risks.
- Manage deadlines, work estimates, issue tracking, risk assessments, and requirement specifications.
- Communicate weekly updates on project progress, adjusted timelines, budget changes, and roadblocks facing the project.
- Monitor tasks, project modifications, scope creep, and adjust project deliverables and schedules when needed.
- Manage and recommend the reallocation of resources to keep the project on track.
- Liaise with the Project Finance Specialist on project progress, priorities, adjusted timelines, budget changes, and issues facing the project; collaborate with the Project Finance Specialist to monitor agreements with subcontractors and communicate expected deliverables.
- Review invoices and usher in the approval process with the project team.
- Monitors reporting requirements for contracts and grants. Facilitates approval processes and works with team members to develop narrative reports.

- Develops and maintains relationships with external partners and clients as a representative of the organization.
- Implement updates to the [Lacuna Fund](#) project grant application system in compliance with programs requirements, including report development.

Knowledge and Skills Required

- 5-10 years of professional experience in project and budget management, in mid-level to larger organizations.
- Education, training, and/or relevant experience with project management. Bachelor's degree or professional certification (PMP) preferred.
- Excellent analytical skills, ability to solve problems creatively, and to be resourceful under pressure
- Excellent time and resource management skills. Proven ability to complete projects according to outlined scope, budget, and timeline.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience with developing and managing complex budgets through the full life cycle. Familiarity managing projects with multiple funders preferred.
- Strong interpersonal skills and the ability to build relationships across an array of audiences. Comfort with conversations about accountability in a respectful way.
- Strong written and oral communication skills. Ability to communicate complex information to an array of audiences in a clear and concise way.
- Enthusiasm for effectively working as part of a team. Ability to work across a variety of teams with people from diverse perspectives.
- Competency in working within different cultural contexts and representing project teams across a global landscape.
- Proficiency with Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint, OneNote, PowerPoint), and other commonly used technologies and project management tools such as Google, Airtable, Survey Monkey Apply. The ability to learn and deploy new and evolving technologies and tools is also essential.
- French and/or Spanish fluency preferred, but not required.

Additional Requirements

- Required to attend to business outside of normal working hours due to the location and nature of project assignments, as needed
- Required to travel domestically or internationally dependent upon the project, as needed
- Must be able to engage with others in a courteous and professional manner at all times

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.