



**Job Description**  
Business Technologies

<b>Title</b>	<b>Sr. Program Project Manager</b>	<b>Reports To:</b>	CTO
<b>Date</b>	December 2019	<b>Direct</b>	
<b>Type</b>	Full-Time	<b>Reports:</b>	

Center for the Collaborative Classroom is a nonprofit educational organization dedicated to providing continuous professional learning for teachers and curricula that support the academic, ethical, and social development of children. Our materials are used in 4,500 schools and 80,000 classrooms across the country, and impact the lives of over two million elementary and middle school students daily.

The Technology/IT Group seeks an experienced project and program management professional to manage the deployment of cloud-based systems as defined by critical projects in support of product development and implementation strategies. In collaboration with cross-functional teams in various departments, this includes managing project schedules and overseeing the planning, tracking and reporting of projects.

**Essential Job Functions**

- Design, plan and facilitate project kickoffs, timeline reviews, and project-based meetings as needed.
- Successfully manage project scope, customer expectations and multiple initiatives simultaneously by eliciting and documenting customer requirements and business processes using document analysis, requirements workshops, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis.
- Enhance productivity through process improvements, task automation, and new technology.
- Follow standard Project Management Professional (PMP) methodology to serve as project management Lead for software and/or system implementation projects.
- Build and facilitate relationships establishing proactive communication and collaboration between external and internal partners to analyze information needs, functional requirements, implementation plans, and ensuring that up-to-date information is communicated to all stakeholders. Foster and promote an atmosphere of open communication that builds trust across the organization
- Utilize core project and implementation management tools and processes for the successful delivery of various projects
- Manage capacities, constraints, risks and issues during the project period and through the transfer of completed projects to the owning department.
- Actively participate in the customers’ system acceptance process by providing customer test plans and test scenarios as needed.
- Accommodate shifting timelines and priorities as defined by our program management teams.
- Perform other duties as assigned.

**Skills/Job Knowledge:**

- Excellent oral, written and presentation skills.
- Organize information quickly, at conceptual and detailed levels, and ability to communicate the information clearly to all project stakeholders.
- Strong analytical skills required, including an understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Demonstrated experience with software systems implementation lifecycle, complex business systems and integration projects.
- Demonstrated experience in leading diverse (internal and global) technical teams and adapting to cultural differences.

- Excellent organizational skills and the ability to balance multiple tasks and projects while delivering quality work on schedule.
- Ability to interpret and apply regulations, security requirements, codes, rules, and policies related to complex systems.
- Proficiency with personal computers as well as desktop and software applications.
- Solid understanding of project management tools (Jira, Basecamp, MS Project or MS Excel) and best practices for successful project management.

#### **Education**

- Bachelor's degree or equivalent work experience preferred
- PMP (or other) Project Management certification/training preferred.
- Minimum of 4+ years' experience in technology project management.
- Hands-on technical skills and background in development preferred.
- Ability to travel <10%.

### **What You Should Know**

This is a full-time position, salary commensurate with experience. Benefits package includes medical, dental, vision, welfare plans (life, AD&D, long-term and short-term disability), and a 403B plan. Collaborative Classroom is an equal opportunity employer and is committed to racial equity and social justice.

**Send resumes with subject line "*Sr. Program/Project Manager*" to: [ccc\\_cto@collaborativeclassroom.org](mailto:ccc_cto@collaborativeclassroom.org)**

Please visit us at: <https://www.collaborativeclassroom.org>.