

Jr. Project Manager – Reston, VA

FrontStream is seeking a **Jr. Project Manager** to join our growing, innovative, technology services team in our **Reston** office.

Company Overview:

FrontStream supports over 10,000 charities and corporate customers across the globe. FrontStream is revolutionizing fundraising through its all-in-one platform, Panorama. We are the trusted provider of online fundraising and auctions, event management, donor management, and workplace giving to our international customer base. We have been serving the nonprofit and CSR sector for more than a decade, and we love what we do!

Why Work at FrontStream?

- Health, Dental, and Vision Insurance options, as well as company paid short-term, long-term and life insurance
- Retirement program with company match
- A generous Time Off Program with paid company holidays!
- Fun work environment with a collaborative atmosphere, as well as opportunities for training and growth

Position Overview:

As a member of the IT team, the ideal candidate for this position must be able to communicate and cooperate well with a variety of personality types. The candidate must be reliable, trustworthy and able to work independently. Under the direction of VP of PMO, the role of the Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes identifying needed resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The PM will also define the project's objectives and may oversee quality control throughout its life cycle. The PM is in charge of client interaction on a day-to-day basis; the client has certain expectations and the PM is responsible to develop and maintain those expectations.

Essential Functions:

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.

- Assist in estimating the resources and participants needed to achieve project goals.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

Decision making/level of influence:

- The ability to communicate with the client is vital in order to keep the ties strong between client and industry. The Project Manager not only needs to know their own business but is required to build a knowledge base of each client's business, organization and objectives.
- Set and continually manage project expectations with team members and other stakeholders.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

Qualifications:

- Typically, 2+ years project management experience
 - PMI/PMP certified preferred but not required
- Technical and business line knowledge a plus:
 - Ability to work with a range of functional areas
 - Ability to break complex business visions into incremental technology deliverables in order to ignite projects and sustain rapid deliveries.
- Strong leadership skills... persuasive, encouraging, motivating.
- Sophisticated business analysis skills.
- Strong organization and prioritization skills.
- Strong relationship building skills with the ability to influence and motivate within the business and Technology organizations.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Flexible during times of change.
- Communication:
 - Excellent written and verbal communication skills.
 - Ability to communicate appropriately and efficiently across all levels including executive management, peers, colleagues and vendors within both the business and technology organizations.

The company is headquartered in Reston, VA with offices in Cambridge, MA, Lancaster, PA, Toronto, ON and West Melbourne, VIC, Australia.

Interested candidates should send resume, references and salary history to: careers@frontstream.com with "**JrPM- RES**" in the subject line. No phone calls please.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.