



Opening Date: 1/30/2019
Closing Date: Open Until Filled

Vacancy Announcement #28-19 Senior Project Manager, Strategic Initiatives

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The incumbent will work closely with the Vice President of Strategic Initiatives as well as staff across all divisions and departments to ensure timely and thorough execution of Events DC strategic initiatives and projects that support and enhance the current business operations and future growth of the organization.

The incumbent will assist the Vice President of Strategic Initiatives in planning and execution of projects consisting of scope / initiatives inclusive of but not limited to: retail, event creation / acquisition, development, technology, asset management, and other strategic initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

Work closely with selected team members, contractors, and consultants, develop and execute project plans and associated project content.

- Manage, develop and track all aspects of project(s), inclusive of milestones and deliverables
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project(s)
- Review the project schedule with senior management and all other staff that will be affected by the project(s) activities; revise the schedule as required
- Determine the objectives and measures upon which the projects will be evaluated at its completion
- Develop and deliver project-specific content, progress reports, requirements documentation, and presentations.

- Effectively communicate with team members and stakeholders in a timely and clear fashion.
- Identify and resolve issues and conflicts within the project team.
- Proactively manage changes in project(s) scope and devise contingency plans when necessary.
- Utilize industry practices and tools for effective project execution and management.
- Determine, in collaboration with Senior Management, the resources (time, money, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Write reports on the project(s) for management
- Monitor and seek approval for all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Evaluate the project(s)
- Ensure that the project(s) deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project(s) as established during the planning phase.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong attention to detail and excellent written and verbal communication skills.
- Ability to communicate effectively with professional-level staff and peers.
- Strong organizational skills and an ability to prioritize and complete simultaneous projects with minimal supervision.
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with project management tools.

CORE COMPETENCIES (FUNCTIONAL MANAGER)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos, floor plans, and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.

- 3+ years of experience in a professional services industry required.

DESIRED QUALIFICATIONS

- Hospitality experience
- PMP

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.