

The United Planning Organization (UPO) is the designated Community Action Agency for the low-income residents of Washington, DC. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.” UPO is one of our nation’s more than 1,000 Community Action Agencies (CAAs) dedicated to fighting the war on poverty. Established under President Lyndon B. Johnson in 1964, CAAs have provided direct support to more than 34 million people in need.

UPO’s Community Action Promise

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About this position:

The Program Integration Division is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter who is able to work in a fast-paced, ever-changing work environment; a team player who is able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external customers. The final candidate will need to have the right complement of skills, personality, and professionalism.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Project Manager (PMP)
DIVISION/OFFICE: Program Integration Division
BULLETIN No: 22112021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: 11/22/2021
CLOSING DATE: Open Until Filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Provide project management for multiple concurrent projects assigned by the Chief Impact Officer. Create long- and short-term project charters and plans, set targets for milestones and adhere to deadlines. Delegate tasks to project implementation team members in consultation with the Chief Impact Officer. Develop project implementation strategies for projects assigned by the Chief Impact Officer. Routinely report project implementation results and progress to the Chief Impact Officer. Serve as a point of contact for same project that require cross-functional collaboration. Ensure synergy between cross-functional teams’ actions and contributions. Document coordination gaps and advise the Chief Impact Officer about required executive action. Suggest opportunities for improvement in coordination and communication by cross-functional teams. Communicate with the Chief Impact Officer to keep projects aligned with their goals. Perform quality control on assigned projects throughout implementation to ensure high standards. Adjust schedules and targets on assigned projects as needs. Identify, propose and document resources required by assigned projects. Support the Chief

Impact Officer's role as project champion for a variety of cross-functional projects. Plan, implement, assess, and deliver a multi-level third-party review and assessment of UPO community-based programs utilizing third-party program evaluators. Oversee the assessment, planning, and implementation of UPO program integration strategies. Oversee the planning and implementation of UPO virtual services delivery. Supervise and advise Program Integration staff. Identify, recruit, manage and oversee deliverables of third-party program evaluators; guide the scheduled engagement of UPO program divisions and third-party evaluators; produce a written compilation of third-party program assessment reports; coordinate program report data to inform UPO's 3-year strategic plan. Develop and guide a discovery phase with key UPO staff to collaborate on deliverables, timelines, and work plans for all projects. Collaborate with and present work plans for approval by UPO Executive Team members, Offices of Finance and Legal Affairs, and program managers prior to execution of projects. Prepare and present updated project reports to UPO staff, Executive Team, Board of Directors, or others as required.

BRIEF DESCRIPTION:

Provide project management of a variety of special projects commissioned by the organization's executive leadership core. Among projects to be undertaken are third-party program evaluations of UPO's community-based programs; implementation of program integration strategies; execution of outstanding strategic initiatives: implementation of a virtual services delivery system; and underrating cross functional projects that improve the effectiveness and efficiency of the organization in achieving its mission.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, social sciences, information technology, non-profit management, public administration, or public policy. Five (5) years of increasingly progressive operational, programmatic and/or project management experience which should include experience in planning, coordinating cross-functional projects. Candidate must be capable of planning concurrent projects of varying scale, developing a written charter, identifying required resources and monitoring implementation progress meticulously. Candidate should be familiar with the full suite of project management methodologies; capable of conducting start-up activities and effectively supervise direct reports while coordinating the contribution of project team members from other departments of the organization.

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DESIRED QUALIFICATIONS:

MBA or advanced degree in social sciences, non-profit management, information technology, public administration, or public policy; and five (5) years of related project management experience, following PMP certification.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

To be considered for this position:

Submit your resume to upojobs@upo.org. (OR CHANGE THIS TO SAY WHAT IS APPROPRIATE.)

ADD THE INFORMATION HERE RELEVANT TO COVID-19 PROTOCOLS