



Job Description

Project Director

Description

The role of the Project Director is to oversee the planning, execution, and finalization of multiple projects funded through Federal and non-profit sources to assist in areas of youth development, crime prevention, grants management, and online reporting. The Project Director will ensure that these projects are meeting strict deadlines and operating within budget. This includes providing technical support, acquiring resources, and coordinating the efforts of project staff members and third-party contractors or consultants in order to deliver projects according to plan. The Project Director will work to define the projects' objectives and oversee quality control throughout its life cycle.

This position is also responsible for building upon current client partnerships and seeking new funding and resource opportunities for both FirstPic and FirstPic clients.

Responsibilities

Management and Administration

- Plans, directs, and coordinates activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.
- Reviews project contracts to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes operating procedures for project/program and ensures procedures meet program goals.
- Establishes work plans and staffing for each phase of projects, and arranges for recruitment or assignment of project personnel.
- Confers with Project Managers to outline work plan and to assign duties, responsibilities, and scope of authority, as well as to provide technical assistance and resolve problems.
- Directs activities of Project Managers to ensure project progress is on schedule and within prescribed budget.
- Oversees project budget development, budget monitoring, and ensures financial accountability.
- Oversees the selection and training of qualified program staff, assigning clear roles and responsibilities, providing effective supervision, and managing performance to ensure efficient operations. Reports to FirstPic, Inc. President.

Representation and Client Relations

- Provides recommendations related to the flow and direction of work plans, both internally and with clients.

- Defines and communicates to client management and FirstPic company officers (in writing) the scope, objectives and deliverables/expectations that support client goals in collaboration with client management, client staff, and FirstPic.
- Effectively communicates project status (milestones and deliverables) to client management and FirstPic company officers in a timely (weekly) and clear fashion.
- Acts as liaison between client management and FirstPic.
- Researches funding and resource opportunities for FirstPic and FirstPic clients; and leads the response preparation and submission team.
- Networks with local, state and national agencies and organizations for future program opportunities and development.

Technical Leadership

- Reviews status reports prepared by Project Managers and modifies schedules or plans as required. Prepares project reports for company officers and clients.
- Responsible for overall quality and direction of major projects and tasks.
- Researches current education and training needs, for both self and project staff.
- Recognizes and solves potential problems and evaluates project and program effectiveness.
- Provides program content expertise, which may include delivering in-service training and direct programming.
- Conducts industry research and writes summary reports.

Position Requirements

- Bachelor's Degree or greater.
- At least five years direct work experience in a project management capacity, including all aspects of process development and execution.
- Demonstrated experience in personnel management.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Ability to adapt to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Flexibility during times of change.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Demonstrated ability to bring projects to successful completion.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Adept at conducting research into project-related issues and products.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

Other

- Travel required for the purpose of meeting project deliverables.
Other duties as assigned.