

Job Overview – Project Manager

Here at RUN to Change Lives (RTCL), we are a global running community with a passion for giving back based in the Denver area. As our project manager, your role will be an evolving one, as we are an all-volunteer startup. Mainly you will be expected to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline.

Project Manager Duties

Specific project manager responsibilities include developing project plans, ensuring resource availability and allocation and delivering project on time within budget and scope.

Project Manager Requirements

Project managers should have a working knowledge in business skills, management, budgeting and analysis. You should be an excellent communicator and comfortable managing multiple tasks. You also need to be a passionate and positive team player with a problem-solving aptitude.

Responsibilities:

- Coordinate with leadership team for timely execution of projects
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring feasibility
- Define resources, determine availability, and recommend allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope and schedule.
- Measure project performance using appropriate systems, tools, and techniques
- Report on progress to leadership team as needed
- Create and maintain necessary project documentation

Qualifications:

- Prefer some applicable educational background
- Proven working experience as a project administrator
- Solid technical background, with understanding or hands-on experience in technical and/or non-technical project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office, Project Management tools, Social Media platforms, and other applicable technologies