

PROJECT MANAGER - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Project Manager is highly skilled and detail-oriented and oversees enterprise-wide projects for Sacramento Steps Forward (SSF). The Project Manager plays a critical role in ensuring the successful planning, execution, and delivery of the key initiatives that align with our organizational goals. This position reports to the Process Improvement Advisor. This position requires excellent communication, leadership, and problem-solving skills to effectively manage diverse stakeholders, timelines and resources across various projects.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically.

Essential Duties and Responsibilities include the following:

- Project Planning and Execution:
 - Develops detailed project plans, including scope, objectives, timelines, milestones and resource requirements.
 - Coordinates cross-functional teams to ensure alignment and timely delivery of project deliverables.
 - Monitors project progress and adjust as needed to meet organizational priorities.
- Stakeholder Management:
 - Collaborates with internal departments, external partners, and stakeholders to gather requirements and define project success criteria.
 - Facilitates regular communication to provide updates on project status, risks and opportunities.
 - Builds strong relationships to ensure stakeholder engagement and satisfaction.
- Risk Management:
 - Identifies potential risks and develop mitigation strategies to address them proactively.
 - Resolves project related issues and challenges to minimize disruptions and delays.
- Resource Management:
 - Manages resources effectively to ensure optimal use of personnel, tools, and materials.
- Performance Tracking and Reporting:
 - Tracks all phases of project performance, from planning through completion, using appropriate tools and techniques to ensure adherence to timelines and deliverables.
 - Prepares and present project reports to leadership, summarizing progress, challenges and recommendations.
- Process Improvement:
 - Identifies opportunities to improve project management processes and tools for greater efficiency.
 - Implements best practices to enhance project delivery and organizational impact.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

Supervisory Responsibilities: This job has no supervisory duties.

Ideal candidates will possess the following knowledge, skills, abilities and experience:

- Commitment to the mission and values of the organization.
- Ability to work collaboratively with diverse teams and stakeholders.
- Analytical mindset with a focus on problem-solving and decision-making.
- High level of adaptability and resilience in a dynamic environment.

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- 3+ years of experience managing complex projects, preferably in a nonprofit or mission-driven environment.
- Strong knowledge of project management methodologies (Agile, Waterfall or Hybrid).
- Proficiency in project management tools (preferably Asana).
- Exceptional communication, organizational, and leadership skills.
- Proven ability to manage multiple priorities and deliver projects on time and within budget.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university in Business Administration, Project Management, Nonprofit Management, or a related field; or three to five years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$80,000 - \$90,000; DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer in accordance with state and federal law. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's protected status or class, in accordance with applicable law.

Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.