



Empower Everyone. Ignore No One.

## **ASSOCIATE DIRECTOR, PROJECT MANAGEMENT**

**GO2 Foundation for Lung Cancer is seeking a talented Project Manager within our Marketing and Communications team, skilled and experienced in working with individuals, teams and outside vendors, organizing, planning, prioritizing and managing Marketing & Communications projects, budgets and timelines. *See below for more detailed responsibilities, required competencies our excellent benefits!* This position may be fully remote.**

**TO APPLY: Please include a **COVER LETTER WITH SALARY REQUIREMENTS**, along with your resume.**

***Please use this link to apply directly through Indeed:***

**[https://www.indeed.com/viewjob?t=associate+director+project+management+marketing+communications&jk=8565d184c3e1d396&\\_ga=2.43738082.616178004.1649172529-1939364752.1641404782&\\_gac=1.229320232.1646661018.EA1aIQobChMI-5nfopK09gIVi4CGCh0-2wHKEAAYASAAEgKFc\\_D\\_BwE](https://www.indeed.com/viewjob?t=associate+director+project+management+marketing+communications&jk=8565d184c3e1d396&_ga=2.43738082.616178004.1649172529-1939364752.1641404782&_gac=1.229320232.1646661018.EA1aIQobChMI-5nfopK09gIVi4CGCh0-2wHKEAAYASAAEgKFc_D_BwE)**

## **POSITION SUMMARY**

Project managers are the unsung heroes of a marketing department. They drive the work with critical thinking and creative methodologies. Our ideal project manager will ensure all project requirements and activities are completed in accordance with expectations for timeliness, specification, quality, resource utilization and budget. This position collaborates with others to define project scope and objectives, identifies required skills and resources for each project team, understands funding sources, develops detailed work plans and provides regular project status to stakeholders. The Associate Director, Project Management also proactively develops, implements and monitors new and/or existing processes that improve cross-functional alignment, effectiveness and decision-making.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

- Capture, communicate and control the full scope of work on each project.
- Plan, schedule and conduct regular project team meetings with appropriate marketing team and department team members.

- Identify and secure commitments for all project resources/partners; maintain resource forecasts throughout the project.
- Confirm funding sources for a specific initiative to ensure any funder requirements are met.
- Create and maintain project information in project management processes/systems/tools.
- Assemble, communicate and maintain comprehensive project plans satisfying project requirements, organizational standards and stakeholder expectations.
- Ensure appropriate ownership and accountability is specified for all project activities and results.
- Conduct interim and post-project reviews and conduct quality assurance audits.
- Anticipate and identify project issues and risks, recommend solutions and work with senior management to implement solutions.

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities and activities may change at any time with or without notice.

## COMPETENCIES

- Exhibit good judgment and decision-making ability.
- Ability to manage the integration of vendor tasks including tracking and reviewing vendor deliverables.
- Excellent personal management skills emphasizing time management, organization, prioritization and attention to detail.
- Excellent interpersonal and negotiations skills.
- Exceptional written and verbal communication skills and the ability to interface with all levels of the organization.
- Ability to work effectively independently, as well as within a larger team and with diverse groups and individuals.
- Ability to manage projects with both internal teams and internal/external resources
- Excellent meeting participation and facilitation skills; including the ability to keep meetings focused, manage conflict, and summarize meeting highlights and tasks.
- Computer Proficiency, preferably with Microsoft Word, Excel, Outlook, PowerPoint, Teams; databases.
- Skilled in the use of project management tools/systems.
- Experienced with traditional print and digital tactics including print production
- Be a champion of great work and the collaboration it takes to produce great work!

## **REQUIRED EDUCATION / EXPERIENCE**

- Bachelor's degree required
- Minimum of 5-7 years project management experience in an agency or internal marketing department; preferably in a non-profit environment.

## **WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

This job will be performed in an office environment (GO2 office or remote/home office), primarily sitting at a desk and using a computer and phone. To perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TRAVEL REQUIREMENTS**

This position will require occasional travel to GO2 office locations or other organization-wide meetings, conferences and events as appropriate and when travel is deemed safe.

## **EEO STATEMENT**

GO2 Foundation for Lung Cancer embraces diversity and belonging and provides equal employment opportunities and consideration to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

## **GO2 Foundation provides exceptional benefits, including:**

- Market-competitive compensation
- Health plan choices including PPOs & HSAs, fully paid for individuals
- Dental and vision plans, fully paid for individuals
- Fully paid Life Insurance plus AD&D
- Fully paid Short Term and Long Term Disability coverage



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- 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- EAP – Employee Assistance Plan
- Generous Parental Leave Policy
- Generous vacation and sick leave
- Over 20 paid holiday days per year!
- Flexible work schedules
- Fully remote work with laptop and equipment provided, as well as monthly stipend for cell phone and Internet