

Project Management Specialist

Full-Time, Maternity Term (to March 2023)

Anticipated Start Date: January 2022

What We Need:

Reporting to the Vice-President, Brand and Marketing this position in partnership with the Brand Team leads the planning, implementation, and management of the Project portfolio and contributes strategically and collaboratively to the overall goals of the department and wider Foundation team.

Position Responsibilities

- Manage all project requests, processes, and workflow for all projects. Receive project tickets (GSDs), review for approvals, and schedule kick off meetings. Set Project priorities, flagging any challenges (i.e. things to be moved on the organizational calendar)
- Lead Weekly Priorities meeting
- Lead potential organizational-wide projects as needed
- Project manage donor recognition projects such as Annual Report, Newsletter, Holiday Cards, Direct Mail, and Accountability Reports
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Measure project performance to identify areas for improvement
- Assist Vice President with development of department Business Plan and budgets. Track marketing and production expenses to plan and budget
- Source, manage and negotiate all printing and production. Ensure exceptional work is delivered on-time and on-budget and in keeping with brand standards
- Contribute strategically and collaboratively to the overall goals of the Department and wider Foundation team

Who You Are:

You are someone with 7+ years of solid experience in formal project management with a proven track record working with all levels of an organization to ensure project logistics are effectively managed while meeting target deadlines. You may have experience in a not-for-profit environment which would be an asset but more importantly is the ability to collaborate with and strategically lead both internal and external stakeholders to ensure project success. You are also someone with a background in production and budget management where you have sourced, managed and negotiated printing and production and assisted in developing production business plans and budgets.

You are someone who then thrives in an ever-changing, dynamic and fast-paced environment, where you juggle many priorities simultaneously and have exceptional organizational skills. You love to collaborate to get the best ideas from everyone but can take information and put it into a strategic direction that you can then oversee to successful outcomes.

What Do You Do Now?

If you meet the criteria, we would like to hear from you. Please provide your cover letter stating WHY you wish to work at the IWK Foundation, along with your resume and salary expectations to jeff.hunter@iwk.nshealth.ca. While all applications will be reviewed, only successful candidates will be contacted for an interview. A detailed position profile is available to short-listed candidates upon request.