



## **Project Manager**

### **About AEO**

With its reputation for delivering actionable research and award-winning innovative solutions, the Association for Enterprise Opportunity (AEO) is a growing and dynamic organization. AEO is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 25 years, AEO and our 1,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

### **Position Summary**

AEO is seeking a Project Manager (PM) to support its planned objectives, projects and initiatives from an enterprise-wide perspective. The PM will drive projects to completion by working across the organization to meet milestones and deadlines in an effective and efficient manner. This individual must be adept at motivating and aligning project task owners throughout AEO and proactively identify projects and underlying tasks that are at risk, falling behind or past due. The PM is expected to report project-level concerns to AEO's leadership and propose solutions to restore the project's overall timeline.

This position will report to the Senior VP of Operations and is ultimately responsible for implementing AEO's enterprise-wide project management strategy consistent with AEO's mission, values and policies.

### **Primary Responsibilities**

- Recognizes project interdependencies to ensure timely and successful project delivery
- Manages scope, milestones and resource budgets across AEO projects to ensure compliance with clients requirements and business needs
- Attends Enterprise-wide Technology Task Force meetings and planning sessions; integrates project feedback into defined steps and timelines
- Identifies, tracks, prioritizes and drives resolution of project level concerns and leverages lessons learned from prior experience
- Manages successful completion of project exit criteria, creating warm handoffs with program managers responsible for maintaining initiatives post-implementation
- Works with the Department of Data and Analytics (DDA) to automate and facilitate reporting for deeper insights on project tracking, management, budgeting and overall success

## **Professional Experience and Qualifications**

- Bachelor's degree in Business Administration, Management, Operations, or equivalent practical experience required
- Project Management Professional (PMP) certification is preferred
- 4 + years project management experience within financial services or technology applications is preferred
- Experience with Project Management tools such as Monday, JIRA, Asana or other relevant PM software applications
- Capable of identifying, creating and evaluating Key Performance Indicators (KPIs) and success measurements for project management, specifically in the context of AEO's overall vision and mission
- Demonstrated ability in leading projects within technology, finance or HR environments with successful track record of projects that deliver technical solutions across multiple project teams and organizational units
- Proven ability to develop effective, matrixed, cross-organization relationships, collaborating and communicating across business, technology and third-party stakeholders
- Theoretical and practical knowledge of project management process, workflows, best-practice, terminology and project management tools
- Adept at leading/managing projects, including the ability to define and adopt agile management practices and building collaborative, cross-enterprise teams.

## **We Offer**

- Competitive compensation based on experience, including retirement matching.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.

## **TO APPLY**

Interested applicants should send a cover letter and resume to [careers@aeoworks.org](mailto:careers@aeoworks.org). In your cover letter, please include your unique qualifications for this position, your salary requirements, and how you learned of this vacancy.

*AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*