

POSITION DESCRIPTION

Title: Agile Project Manager

Reports to: Associate Director—Brand Communications

Grade Level: 9

AI-Anon Membership: Preferred

Job Brief: Manages organization-wide projects using Agile principles, including major upgrades and new feature development to mobile app and association management (enterprise) solutions as well as Strategic Plan and other business initiatives. Collaborates with business users to gather requirements, identify solutions to address complex business problems, discern goals and deliverables, and ensure business results are achieved.

Specific Duties & Responsibilities:

- Facilitates conversations with business users to define project scope, milestones, and schedule
- Demonstrates ownership for all aspects of projects, cradle to grave
- Liaises between identified Staff business owners and developers (both internal team members and external vendors) to ensure project deliverables are met and communication flows horizontally and vertically
- Collaborates across teams to manage expectations regarding project deliverables
- Manages project scope and risk by proactively encouraging both a sustainable pace and high levels of quality for the project team
- Identifies early warning signs of a project getting off track and takes necessary steps/corrections to stay on course, including recommending options to remove project roadblocks and adjust project scope (timeline, budget, etc.) to Strategic Leadership Team (SLT)
- Provides appropriate visibility into project status and brings transparency to issues and impediments
- Organizes and facilitates project status and working meetings
- Ensures consistent communication of project status to the Staff, Executive Committee, and Board of Trustees as appropriate
- Coordinates delivery planning for assigned projects, including identifying change management requirements, collaborating on communications planning, and notifying Staff of any system outages or impacts
- Champions ongoing process improvement initiatives to implement best practices of Agile project management and helps to implement effective systems of project governance
- Other duties as assigned

Requirements:

- Team-oriented—able to work independently and build strong, positive working relationships
- Strong written and verbal communicator—able to adapt communication style to various audiences, including employees, Staff leadership, and Board Volunteers
- Capable of maintaining composure, understanding different points of view, and resolving conflicts when navigating challenging situations

- Thoughtful problem diagnosis and creative problem-solving skills
- Strong accountability—able to proactively manage action items, issues, and deliverables
- Comfortable escalating issues to leadership as necessary
- Flexible—able to adapt to changing circumstances
- Ability to learn quickly, understand, and discuss technical information in business-friendly terms
- Solid understanding of software development life cycle models—able to utilize Agile and traditional project management principles and practices and the ability to blend them together in the right proportions to fit a project and business environment
- Skilled in using team-based, Agile-adaptive work management solutions such as Asana
- Proficiency with Microsoft 365 products (Word, Excel, PowerPoint & Outlook)
- Familiarity with enterprise software solutions such as iMIS (association management system) preferred

Education & Experience:

- Bachelor’s Degree in leadership, project management, or related field; or equivalent certification (PMI-ACP, Agile Scrum Product Owner)
- Two to four years professional project management experience; or equivalent combination of education and experience
- Non-profit experience and/or active Al-Anon membership preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. The employee must be able to express and exchange ideas by means of the spoken word, and use computer input devices, such as a keyboard and mouse, to create digital products.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at the Al-Anon Family Group Headquarters’ World Service Office in Virginia Beach, VA. Remote employment will not be considered for this position.

Travel:

None required.

Point of Contact to Apply:

Email resume with cover letter to HumanRes@al-anon.org.