



JOB DESCRIPTION – SALES AND PROJECT MANAGER

Reports to: President and Director of Services

June 2019

Job Summary

The Sales and Project Manager is the point person in charge of all major programs/projects within New Century Careers (NCC). Current programs/projects include BotsIQ, M2K, NTMA Apprenticeship, Group Non-Joint, M2K Quick Train satellite locations, NCC Information Technology and Facilities, Salesforce and Marketing.

New Century Careers Job Shop, a job shop program of NCC will also require oversight of all business development, sales, and business relationship management.

This position will also be responsible for any new programs that require extensive project management leadership until it is completed or is merged into one of the existing programs or projects.

The position plans, budgets, monitors and reports on the project with specific project management and CRM software tools. The position is the bridge between senior management and the team(s) tasked with the actual execution of the project by making sure that the scope of it is sound. The Sales and Project Manager becomes involved with a project from the onset (when seeking funding or job shop contracts) and continues through completion. It requires reporting regularly on the progress of the project/work order and adhering to the established and approved schedule and budget. This includes but is not limited to setting deadlines, assigning responsibilities, ensuring resource availability and allocation, monitoring and summarizing progress of projects.

The position will work directly with NCC employees and clients to assure that project needs are attended to and ensure deliverables fall within the established and approved scope, budget, delivery, and customer satisfaction.

Responsibilities, Skills and Duties

1. Coordinate and meet with internal and external resources (manufacturers, state, schools, partners, clients etc.) to take detailed instructions on program/project/work order scope and clarify specific requirements of each program/project/work order.
2. Define the project scope and objectives; involve all relevant stakeholders and ensure technical feasibility.
3. Develop a detailed project plan to monitor and track progress. Share with staff members and relevant internal and external stakeholders.
4. Establish and maintain relationships with third parties/vendors and other stakeholders.
5. Ensure resource availability and allocation.
6. Track project performance using appropriate tools and techniques, specifically to analyze the successful completion of short- and long-term goals.
7. Ensure that all projects are delivered on time, meet budgetary requirements, within scope and objectives, and adjust project constraints as necessary.
8. Create and maintain comprehensive project documentation.
9. Partner with other staff members on the development of grant proposals by providing relevant information for grant application and remaining involved during the grant process through approval and implementation.

10. Perform risk management to minimize project risks.
11. Perform other related duties as assigned.

Required Knowledge, Skills and Experience

1. Five plus years of project management experience, in a manufacturing environment, workforce or adult education environment.
2. Past B2B Sales experience required.
3. Ability to communicate clearly and concisely, both orally and in writing.
4. Strong problem solving and analytical skills.
5. Ability to balance multiple priorities and meet deadlines.
6. Strong change management skills.
7. Ability to lead, manage and mentor team members to project completion, including across diverse functions.
8. Ability to define objectives, scope and resources for projects extending beyond a department or business unit.
9. Proficiency in Microsoft Word, PowerPoint, Excel, Access, Salesforce CRM, and project management software.
10. Ability to establish cross functional, collaborative relationships with business partners.
11. Advanced knowledge of project management methodologies, from initial justification through implementation and evaluation. PMP certification desirable.
12. Bachelor's degree in business administration or related field.

New Century Careers is an equal opportunity employment company. All applicants are considered regardless of age, race, gender, race, ethnicity, national origin, religion, marital or veteran status, sexual orientation or any other protected status.