

Purpose

The objective of the Project Manager is to plan and organize all Kappa projects from start to finish. This person should have experience in collaborating in a team environment in order to appropriately scope a project and create and execute a work plan. Proactively communicating with the Marketing and Communications Department at Kappa Kappa Gamma Headquarters and the project team is imperative to success in order to manage risks and issues and monitor progress to ensure the project stays on track. This person will be an integral part of the marketing and communications team for the Kappa Kappa Gamma enterprise, inclusive of the Fraternity, Kappa Kappa Gamma Foundation and the Fraternity Housing Corporation.

ESSENTIAL FUNCTIONS

- Lead project work planning from the initial intake process to requirements definition through execution, including creating project schedules and RACI charts, scoping budget/time estimations, and implementing plans inclusive of tasks and resources.
- Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards, and bringing risks to leadership's attention.
- Establish and maintain relationships with relevant stakeholders in order to collaborate and coordinate throughout the project lifecycle to ensure that projects adhere to scope, schedule, and priorities.
- Proactively analyze project status and, when necessary, revise the scope, schedule, and resources to ensure that project requirements can be met.
- Provide day-to-day contact on project status and changes to the marketing and communications team and its relevant stakeholders.
- Collaborate with the marketing and communications team to assist with assigning and monitoring resources — be it internal staff or outside vendors — to ensure project efficiency and maximize deliverables.
- Report project outcomes to the marketing and communications team and leadership and escalate issues, as necessary, according to the project work plan.
- Work closely with the marketing and communications team to ensure projects adhere to the priorities of the enterprise before the project lifecycle begins.
- Assist and support the Organization's diversity, equity and inclusion (DEI) practices so the employee's work and the department/organization reflect Kappa's mission. Complete job duties with a focus on integrating diverse, equitable, and inclusive practices.
- Perform other duties as assigned.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field.
- Three or more years of project management experience.
- A team player who seeks to be collaborative with all levels of employees.
- Experience with web-based project management tools.
- Strong attention to deadlines and detail.
- Excellent written and verbal communication skills.
- Ability to be proactive and thrive in a complex and highly collaborative environment.