

Position Title: RISE Program Manager

REPORTING RELATIONSHIPS: MANAGING DIRECTOR OF WILMINGTON, FRA

LOCATION: Preference for headquarters sited in Charlotte, NC

RISE Program Manager Job Duties:

Support of membership growth initiatives, cross-functional and organization management, management of multiple parallel projects, matrixed management proficiency, developing budgets and projections, process improvement, tracking budget expenses, self-development, planning, performance management, communication control, verbal communication internally and with external stakeholders.

Job brief

An experienced professional with marketing and project management expertise that manages key strategic and tactical projects under the direction of the Managing Director of Wilmington FRA and in close coordination with the Executive Director of the RISE Association. Project management responsibilities include working extensively in a cross-functional, matrixed environment internally, as well as with strategic external stakeholders and third parties. The projects will vary in length and complexity, and involve all phases from incubation to implementation and evaluation. The business context is one of significant growth, change and transformation. Expectations for this position include delivering every project on time, within budget and within scope. Examples of duties and responsibilities include:

- Support the chairpersons of the multiple advisory boards in organizing meetings, drafting agendas, coordinating scheduling, advancing agenda items, taking minutes and helping organize appropriate follow-up actions
- Facilitate organization of user group arrangements for chairpersons, including scheduling and operational support
- Coordinating with Web-Ex support to leverage online tools to create effective virtual meetings with remote board members and user group members
- Create shared project control documents and provide project support for key initiatives such as training, education and certification across multiple domains
- Establish workflow and coordination across all functional roles in marketing and communication of new Association programs, benefits, services and initiatives

Responsibilities

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques

- Report and escalate to management as needed
- Successfully manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with external stakeholders, third parties and vendors
- Create and maintain comprehensive project documentation

Requirements

- Proven working experience in project management duties and accomplishments
- Marketing experience in print and digital media, social media strategies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Preference for conference management background and expertise, and / or association management
- Strong working knowledge of Microsoft Office

APPLICATION PROCESS:

Send Resume and Contact :

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