

## Project Manager

Alteristic seeks a Project Manager to coordinate assigned projects and manage the successful execution of Alteristic consultations, trainings and technical assistance. Project Manager will work as a part of a team to plan, implement and evaluate projects.

Alteristic is a high-growth, mission-driven organization dedicated to the dramatic reduction of power-based personal violence. This position is both strategic and facilitative and requires a combination of focus, flexibility, emotional intelligence, self-motivation, and strong project management skills. The ideal candidate has exemplary interpersonal and communication skills, is highly collaborative, and excels in entrepreneurial environments.

We offer a competitive salary commensurate with education and experience, and our benefits package includes health, dental and vision insurance, life insurance, generous leave, and retirement. Position will be based in Springfield, Virginia and there will be some travel associated with the job.

### Essential Functions

- Oversee the coordination, implementation, and delivery of contract deliverables for a large-scale government project
- Coordinate with team members to make sure that all parties are on track with project requirements, deadlines, and schedules on all components of project
- Submit project deliverables and ensure that they adhere to the highest quality standards
- Prepare status reports by gathering, analyzing and summarizing relevant information
- Establish effective project communication strategies and ensure their execution
- Meet with project team members and identify and resolve any issues which arise
- Manage change requests to ensure that all parties are informed of the impacts on schedule and budget



7955 Cameron Brown Court  
Springfield, Virginia 22153  
alteristic.org  
571.319.0354

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Power of action.

- Coordinate the development of user manuals, toolkits, training materials and other documents as needed to enable successful implementation and turnover of the process or system to the clients
- Identify and develop new opportunities with clients
- Conduct post project evaluation and identify successful and unsuccessful project elements
- Work with the VPs of Programs and Senior VP of External Relations & Operations to coordinate and oversee the operations of an assigned team of trainers on specific projects
- Develop detailed goals/objectives for the team in a fixed schedule, while continually adjusting as the organization continues to learn and grow
- Other duties as assigned

### **Qualifications**

- Minimum master's degree or equivalent experience
- Proven experience in project management
- Ability to coordinate project teams of various sizes and see them through to completion
- Strong understanding of formal project management methodologies
- Able to complete projects in a timely manner
- Experience overseeing the delivery of a large government contract strongly preferred
- Experience working in this field of interpersonal violence preferred
- Excellence in organizational management with the ability to communicate across teams to deliver high quality service
- Experience in strategic planning, risk management, and/or change management desired
- Proficiency in project management software tools
- Excellent interpersonal and collaborative skills, speaking and writing skills, strong listening skills, organizational skills, and the ability to simultaneously engage in and manage multiple priorities



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### How To Apply:

Please submit your resume and cover letter to [applicants@alteristic.org](mailto:applicants@alteristic.org). Please put "Project Manager" in the subject line.

Alteristic values and respects the diverse viewpoints, experiences, and individual differences of all people. Alteristic is an equal opportunity employer and encourages all interested job seekers to apply.

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### ABOUT ALTERISTIC:

Alteristic is a non-profit organization which tackles societal issues by inspiring and equipping changemakers with the strength of hope and the power of action. We lead our field as proactive responders in three venues of change - pioneering new frameworks, adapting existing strategies, and revising current methods. We are focused on the prevention of sexual assault, dating and domestic violence, stalking, suicide and other issues related to social justice.



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