

Director, Project Management

The National School Boards Association (NSBA) is seeking a Director, Project Management Office, who will report to the Executive Director, to join our Strategy Team to drive execution and discipline in achieving NSBA's transformation strategy. The ideal candidate will have experience in project management methodologies and change management processes inherent in transforming a company's culture. The primary focus of the role will be working on strategic initiatives in the areas of transforming capabilities relative to talent and technology, business revenues, products and services, and business process improvement across the NSBA as well as our Federation partners.

Essential Functions/Responsibilities

- Apply project management best practices to ensure the successful delivery of value related to our strategic initiatives
- Partner across the organization to champion change management and engagement efforts to shift cultural norms and behaviors
- Promote a collaborative team environment that fosters experimentation, creativity, and innovation
- Facilitate weekly/monthly functional reviews, strategic learning planning, and dashboard reviews
- Escalate, track, and resolve impediments
- Build psychological safety within the team, promote healthy discussion, decision making, and conflict resolution with an emphasis on problem-solving.
- Update tracking and reporting systems to provide project transparency including progress to all teams and management

What you might do on any given day:

- Identify the approach for a given project including defining roles, stakeholder involvement, risks, dependencies, deliverables, review and approval processes, and anticipated milestone dates, adjusting throughout the course of the project.
- Work with stakeholders and subject matter experts on the customer side, as well as internal team members, to understand, document and manage the scope of work for a given project.
- Develop and maintain project governance and project management documentation, such as project plans, schedules, communications plans, risk registers, status updates, critical paths, etc.
- Collaborate with our internal team to conduct work breakdowns, identify necessary resources, and collect estimates regarding time and complexity of tasks.
- Coordinate task execution and provide appropriate coaching, direction, and delegation to project team members.

- Plan, write, and oversee all project management communications to management, the NSBA National Board, and external stakeholders, including providing timely and accurate status updates.
- Monitor delivery progress and determine if teams have the velocity, skills, and tools to execute work according to the current project plan, and continuously assess the need to change tactics or supplement personnel.

Required Qualifications

Bachelor's degree or an equivalent combination of education and experience. 5+ years relevant project management experience. Proven ability to apply project management skills, tools and techniques to project deliverables, processes, and communications. Experience monitoring and reporting projects/programs against established NSBA policies/procedures and other metrics to ensure benefit realization. Experience in financial services and budgeting. Ability to naturally lead and command authority; influence and inspire without control or positional authority. Demonstrates a growth mind-set. PMP and/or CSM strongly preferred. High proficiency in Microsoft Office 365 tools and Jira

How to Apply

Qualified applicants should send resume, cover letter & salary requirements to: NSBA, Attn: HR/Director, Project Management 1680 Duke Street, 2FL, Alexandria, VA 22314-3493. Resumes may be e-mailed to [**jobs@nsba.org**](mailto:jobs@nsba.org).