

Position: Project Manager

Position Overview:

The Project Manager is responsible will utilize his or her project management skills to coordinate with business and technology stakeholders on projects and processes that enhance business capabilities. The Project Manager will manage vendor relationships while coordinating internal resources to meet project objectives and strategic plans and effectively communicate project objectives and benefits across the organization in multiple forums.

Key Responsibilities:

- Translate general business goals and objectives into concrete strategic and tactical plans
- Ensure project scope and success criteria are clearly established; develop and manage overall project plans to meet deliverables
- Ensure team is working within project/program scope and effectively coordinate the activities of the team to meet project milestones
- Proactively identify changes in project/program scope and ensure appropriate measures are taken to reassess and amend requirements, budgets and timelines
- Work with senior management to establish project scope recommendations and timing
- Provide support in designing, compiling and reporting project reporting requirements
- Create and deliver project and program review presentations
- Analyze business systems and intelligence environments to identify continuous improvement opportunities
- Oversee execution and delivery of all projects and programs within span of program control
- Accurately evaluate complex situations and identify solutions that create successful outcomes
- Work directly with functional area managers to resolve issues that impact completion of project objectives: determine when to escalate issues to appropriate levels of management

Job Requirements:

- Bachelor's degree
- Accreditation in project management (PMP Certification a plus)
- Proficiency in MS Office, MS Project, and Visio
- Strong organizational skills including attention to details
- Experience in vendor management for project budgets \$250,000 - \$1,000,000
- Strong written and presentation skills; ability to communicate effectively with senior management
- Strategic, conceptual analytical thinking and decision-making skills
- Demonstrated ability in managing expectations on program requirements and deliverables
- Adaptability and flexibility including the ability to manage deadline pressure, ambiguity and change
- Understanding of the strategic and operational context of the multiple projects

Company Overview:

Rockbridge is an investment platform with nearly two decades of experience investing in real estate and operating companies. We have made over 200 investments in 38 states in transactions worth approximately \$5 billion. Through our deep, in-house experience and strong relationships, Rockbridge has delivered a long track record of attractive risk-adjusted returns across multiple cycles.

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