



POSITION DATA

JOB TITLE: Project Manager, Strategic and Operational Planning
DEPARTMENT: Strategy & Operations
REPORTS TO: Vice President of Strategic and Operational Planning
CLASSIFICATION: Exempt
DATE: August 2021

POSITION OVERVIEW:

Reporting to the Vice President of Strategic and Operational Planning (VPSO), the Project Manager, Strategic and Operational Planning (PM) will be responsible for coordinating and assisting with strategic and operational initiatives in support of the VPSO, particularly related to working cross-organizationally to create action plans and to evaluate the success of the organization's priorities and strategies. The PM will support institutional priorities, including the maintenance and implementation of the Strategic Plan and the execution of major cross-organizational initiatives, including annual projects such as the production of Tribute in Light and special projects such as a citywide commemoration effort with NYC cultural institutions. This position will engage all departments of the Strategy and Operations Division in coordination of this division's efforts with others across the organization.

ESSENTIAL FUNCTIONS:

- In support of the VPSO, serves as a cross-organizational project manager/coordinator for key institutional priorities and initiatives, including:
 - Strategic Plan implementation
 - Annual Tribute in Light installation
 - Anniversary planning and events, with emphasis during milestone years
 - Partner Communities program advising organizations on memorialization at other sites of atrocity
 - Citywide Commemoration and Tribute in Lights (buildings and landmarks lighting in Memorial blue throughout the city and state on the evening of 9/11)
 - Health and Safety planning and implementation
- Organizes and maintains informational records and matrices for priority initiatives and projects.
- Helps to troubleshoot and coordinate operational issues across departments, and proactively propose plans to streamline policies and procedures where appropriate.
- Organizes and maintains an up-to-date library of all the organization's standard operating policies and procedures in both hard and soft copy formats.
- Provides administrative support to the VPSO and CSOO, including:
 - Completing monthly Travel & Expense reports
 - Scheduling and organizing calendar appointments, meetings, and events

- Creates presentations and draft remarks/talking points for the VPSO and CSOO.
- Contributes to the budget process by supporting decreased spending and increased efficiency across all operational channels.
- Provides administrative support and creates draft materials for Board and Board Committee meetings and initiatives, as well as for other important stakeholders.
- Supports other current institutional priorities, major initiatives, and projects, as assigned.

VOLUNTEER REQUIREMENT

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's Degree, preferred
- 3-5 years of relevant experience within the nonprofit sector or events field
- Proven knowledge and understanding of strategic planning, operations, and logistics
- Ability to think strategically and creatively in administrative processes
- Flexible team player with the skills and ability to work in a fast-paced and changing environment
- Excellent attention to detail and organizational skills
- Availability to work extended hours and occasional weekends, as needed.
- Computer proficiency with Microsoft Office.

HOW TO APPLY

- Include position you are seeking in the email subject field
- State the location where job posting was seen
- Send resume and cover letter to 911mmstrategyjobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive.

Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.

- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
- This document is a communication tool and not intended as a written or implied contract of employment.