

Position Summary

Are you a driven, self-directed team-oriented person looking for an opportunity to grow, develop, lead, and provide systems and processes to ensure project management excellence for valued clients, partners, and constituents? If so, this is the position is for you! The Learning and Development Project Manager is a unique role supporting a consulting team in client relationship management, instructional design, writing proposals and statements of work, overall project leadership, and systems, process, and procedure consistency. This career opportunity includes targeted leadership development with defined growth opportunities in a supportive team culture.

Duties include writing and developing statements of work or proposals for client deliverables, planning and allocation of consulting team resources in projects, client facing communication and coordination of consulting resources, design and development of instructional resources for consulting team, utilization of systems to provide efficient support for the team, and more.

CRITICAL SUCCESS FACTORS

1. Desire to collaborate with the LE team and engage in the team culture.
2. Self-directed and driven leader with high personal standards.
3. Demonstrated passion for serving clients and developing the potential of talented team members to succeed with client projects and deliverables.
4. Demonstrated ability to multi-task, have attention to details and execute to meet varying deadlines.
5. Share a proven track record of business acumen and experience to lead all aspects of complex, multi-phase client projects from inception to weekly scheduled updates and project outcomes.
6. Command of oral, written and grammar, also an accomplished writer/proofreader.
7. Energy, positivity and creativity to bring new insight, ideas to all aspects of instructional design and development.
8. Focus on clients in all interactions and model a client-centered team culture.
9. Possess project leadership and management experience to oversee and manage large client project deliverables with collaborative assignments to the consulting team.
10. Add value to a business by analyzing financial performance and offering ideas to diversify and add new revenue streams.
11. Leverage knowledge of KPI's to ensure results in all aspects of project performance.

RESPONSIBILITIES:

- Update annual KPI's with goals and facilitate monthly updates to achieve performance.

- Commit to and provide updates and weekly priorities with the team to ensure focus, alignment and achievement of client project outcomes.
- Manage proactive relationships with clients, partners, and constituents in support of a consulting team to ensure project objectives and timelines are attained.
- Collaborate with the LE Team to support RFP and proposal completion with outline of prospective project details and timelines.
- Participate in all aspects of client proposals and contracting to support an optimal client engagement experience from inception of projects to completion as a team.
- Engage with clients to coordinate program and coaching schedules according to contract guidelines.
- Provide client project updates for large, multi-year, multi-phase projects.
- Support strategic communication with clients, partners and constituents as requested.
- Oversee and guide all project management services for LE clients to include detailed projects for clients, partners and large contracts.
- Ensure weekly project updates, and CRM are in place to serve clients with operational excellence.
- Guide and participate in client project delivery from planning, all scheduling, presentation preparation and follow-up.
- Design and develop models, curriculum, sessions, as needed for support of client development.
- Manage and guide resources to ensure efficient office operations, IT, supply ordering and administration.
- Oversee materials and supply ordering and fulfillment on a timely basis for all clients.
- Develop and manage supply and materials budgets and account for expenses.
- Coordinate with Controller to provide input on invoicing, accounts payable and receivables.
- Communicate proactively with external partners and consultants

If interested in this role with a growing company, please share your resume with Michelle.Pennington@lei-consulting.com.