

## **Project Implementation Manager**

Evans Newton Incorporated (ENI) a 35 year old nationally respected educational consulting company in Scottsdale, AZ is seeking a Project Implementation Manager located in IL/IN experienced in managing large projects and implementation of various programs within school districts around the county. This position is required to travel 75-90% of the year and working from you home office remotely when not on the road.

ENI provides proven curriculum solutions to support student success, teacher effectiveness and the needs of school administrators. Working with school districts nationwide, ENI is dedicated to giving every student the opportunity to succeed.

The ideal candidate would have the following essential functions, skills, knowledge and experience and will email a cover letter, resume, writing sample and salary requirements to [hr@evansnewton.com](mailto:hr@evansnewton.com) or fax to SMounts at (480) 951-2895.

### **Principal Responsibilities:**

1. Customer success improving student performance
2. Financial Performance: Revenue & Profit
3. Project Management & Implementation/Professional Development Excellence
4. Leadership, Employee Development, & Employee Relations
5. Execution of goals & objectives

### **Role Qualifications:**

- Must build and develop operations teams, processes and procedures to support operational & strategic direction.
- Must establish operations initiatives for the improvement of customer success, quality, cost, delivery, and employee success.
- Knows and understands the education environment, needs, emerging trends and competitive/alternative practices/models.

### **Essential Position Responsibilities:**

1. Project Management: Manages, coordinates, and facilitates multiple projects and process improvement initiatives to achieve customer requirements and company goals.
2. Implementation and Professional Development Excellence: Communicates regularly with management and the customer regarding the status of current project initiatives; obtains executive guidance and approval as required to advance initiatives. Establishes and maintains communication policies & practices with the customer that will ensure customer satisfaction.
3. Financial Performance:
4. Leadership, Employee Development and Employee Relations:
5. Monthly reports on performance results, status to achieving goals & objectives.
6. Provides direction to the organization regarding emerging educational trends, alternative methods to achieving higher customer success, and the competitive landscape of industry. Provides company with an understanding of the roadblocks and needs to improve student performance and recommends strategies and tactics to achieve customer success. Ensures compliance with educational standards.
7. Performs other responsibilities as assigned.

### **Qualifications/Skills & Knowledge Requirements:**

- Minimum Masters Degree in Education or related degree.
- Minimum of 6 years teaching experience
- Minimum of 4 years experience in professional development and/or coaching

- Minimum of 2 years in leadership position
- Must have strong analytic skills, attention to detail and strong organization skills
- Leadership: a demonstrated ability to lead people and get results through others.
- Ability to respond positively to changed and recognizing the need for innovative, risk managed solutions
- Ability to communicate effectively with clients, and others
- Planning: an ability to think ahead and plan over a 1-2 year time span.
- Ability to develop and coordinate professionally sound project plans
- Ability to provide direction and assign responsibilities
- Ability to develop and coach team members to achieve full potential through teamwork, cooperation and collaboration
- Ability to present information in a clear, logical, concise, comprehensive and persuasive manner to customers and management.
- Ability to deal with situations of challenge, stress, conflict and change
- Ability to advise, lead and motivate staff within teams to achieve results
- Ability to lead a project team (multiple and complex projects) to ensure projects are completed on time and budget while meeting quality and operational objectives
- Ability to deal with sensitive and/or complex situation when more seasoned judgment is needed
- Intermediate Excel and Word skills
- Must be able to organize and manage multiple priorities, work under pressure, meet deadlines, and be flexible on projects simultaneously.
- Ability to think big picture
- High performance teams and a strong team player.
- Problem analysis and problem resolution at both a strategic and functional level.
- Ability to monitor staff and provide constructive feedback
- Employee training and development.
- Excellent oral and written skills are necessary.
- Strong customer orientation.
- Experience in the K-12 education environment is required, preferably in multiple capacities.
- Commitment to company values.

Due to high volume of candidates, no phone calls please. Resumes submitted will not be considered without a cover letter and salary history. Competitive salary and excellent benefits package offered to full time employees. ENI is committed to the principles of diversity and equal opportunity. For more information on Evans Newton, please visit [www.evansnewton.com](http://www.evansnewton.com).