



# TogetherNow

## SENIOR PROJECT MANAGER JOB DESCRIPTION

### JOIN THE TEAM!

TogetherNow is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

### MISSION

The mission of TogetherNow is to foster a holistic, interconnected ecosystem of health, human services, and education in the Greater Rochester community. Established in 2017 with a collective vision set by community stakeholders, we are committed to working collaboratively across a diverse network of providers to improve the well-being of individuals and families, focusing on those who are vulnerable or impacted by poverty.

### VALUES

TogetherNow is a community initiative currently housed at United Way of Greater and the Rochester and the Finger Lakes. As such, we embrace the United Way's core values which are: action, integrity, caring, and teamwork. We strive to ensure employees and external partners feel valued, connected, and empowered.

### CULTURE STATEMENT

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

### WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Life-changing opportunities to give back to the community
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

## Senior Project Manager

We are seeking an experienced **Senior Project Manager** to lead and manage multiple complex, concurrent projects that support our mission as a non-profit social enterprise. The ideal candidate will have a proven track record of managing high-stakes initiatives, exceptional stakeholder management skills, and expertise in driving organizational improvements. This individual will play a critical role in delivering both external and internal projects that contribute to TogetherNow's growth, sustainability, and impact.

### Position Overview

Reporting to the Senior Vice President of Product and Portfolio Management, the Senior Project Manager will leverage their expertise in strategic leadership, systems thinking, and problem-solving to oversee projects of varying complexity. They will align cross-functional teams, ensure project success, and foster continuous improvement in our project and portfolio management practices.

The role includes managing mission-critical external initiatives—such as grant-funded projects and consulting engagements—while advancing TogetherNow's internal processes. The Senior Project Manager will help refine and implement workflows, risk and issue management practices, and use project management best practices to enhance organizational performance.

### Essential Skills

#### Project Planning & Scheduling

- Proficient at developing project plans, timelines, and schedules, proficiency in project management software, and risk management and mitigation planning.

#### Communication Skills

- Clear and effective communication with stakeholders at all levels, preparing and delivering project reports and presentations, stakeholder management and expectation setting.

#### Process Improvement and Optimization

- Experience in optimizing workflows and improving processes, knowledge of project management methodologies, and focus on continuous improvement and person-centered service delivery.

#### Culture

- Foster an inclusive project environment that values diverse perspectives and promotes equity in decision-making and team dynamics.

#### Stakeholder Management and Relationship Building

- Expert at building and maintaining relationships with internal and external stakeholders.
- Skilled at establishing and managing vendor and client relationships.

### Key Responsibilities

- Oversee multiple, complex projects, ensuring alignment with organizational objectives.
- Define project scope, goals, deliverables, and success metrics in collaboration with sponsors and stakeholders.
- Develop and manage comprehensive project plans, including schedules, budgets, risk assessments, and resource allocations.
- Lead cross-functional teams to deliver milestones and KPIs within scope, budget, and timelines.



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- Lead procurement and vendor management processes as required by internal and external projects.
- Proactively identify, mitigate, and resolve project risks, dependencies, and issues efficiently.
- Facilitate stakeholder engagement through clear communication and consensus-building.
- Cultivate shared accountability and transparency across project teams.
- Lead meetings with groups ranging from small teams to large, cross-organizational audiences.
- Implement and promote Agile methodologies, project documentation standards, and risk management strategies.
- Drive compliance with organizational policies and regulations.
- Translate project details into actionable updates tailored for varied audiences.
- Lead change management initiatives to ensure adoption of project outcomes.
- Partner with leadership to drive the Project Prioritization and Portfolio Management Process.
- Support proposal development, grant submissions, and initiatives that strengthen organizational sustainability.
- Train, coach and mentor staff on best practices to elevate project management discipline and foster a culture of excellence.

### Requirements

- Bachelor's degree in a related field and at least 7 years of experience managing large-scale, complex projects or equivalent education and experience.
- Expertise in traditional (waterfall) and Agile project management methodologies.
- Experience planning and executing information technology system projects.
- Exceptional organizational skills with the ability to manage multiple, high-complexity projects simultaneously.
- Strong analytical and problem-solving skills with experience addressing systems-level challenges.
- Proven ability to influence and lead without direct authority, fostering collaboration across diverse stakeholder groups.
- Excellent communication and interpersonal skills, with a talent for facilitating discussions, building consensus, and resolving conflicts.
- Experience working with culturally diverse populations and a passion for improving outcomes for community members.
- Proficiency in Microsoft Office Suite, project management tools, and process mapping software.
- Adaptable, proactive, and capable of thriving in a fast-paced environment.

### Preferred Qualifications

- Advanced degree in a related field.
- Professional project management certifications (e.g., PMP, CAPM, Certified Scrum Master).
- Experience with design thinking, human-centered design, or similar methodologies.
- Experience with project managing the grant and proposal writing process.
- Proficient with the following software:
  - Microsoft 365
  - Slack
  - Visio
  - Confluence and Jira
  - Asana collaborative project management software.

**FLSA Classification:** Exempt

**Salary Range:** \$90,000-\$98,000

**Reports to:** Sr. VP of Product and Portfolio Management

**Supervisory Responsibility:** None

**Travel:** 20% local travel during regular business hours

**HOW TO APPLY:** [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6676838](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6676838)

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.



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