



IT Project Manager

About Us:

The Stupski Foundation is a private operating foundation whose mission is to improve life options for children of color and poverty. The focus of our work is to support the design and development of new public education systems that deliver “breakthrough learning” so that all students are prepared for college, career and meaningful lives, regardless of their ethnicity or economic status. Located in San Francisco, California, the foundation has an annual budget of approximately \$13.5 million and 23 full-time staff.

Overview

The IT Project Manager will focus on executing the operational plan for the Knowledge Platform and oversee the development of the Information Services Platform prototype. The Knowledge Platform will be an approach to knowledge sharing technology that allows those engaged in innovation around education to coordinate, learn from the research and one another and come together as a community. The Platform will address two basic objectives: connect people with information and with each other. The goal is to help U.S. educators and system leaders learn from experiments and successes from around the world, and apply/tailor them for local use.

Essential Job Functions, Duties and Responsibilities

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Includes identifying resource needs and assigning individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Identifies project risks, and develops and applies risk mitigation strategies.
- Provides technical direction for development, design and systems integration from definition phase through implementation.
- Effectively communicates relevant project information to senior leadership and external partners.
- Reviews work of development team.
- Ensures peer review for deliverables prepared by the team.
- Assists in development and acceptance of emerging methods for platform development as the ‘Stupski Way’. Effectively applies this methodology and enforces project standards.
- Ensures project documentation is complete, current and stored appropriately.
- Maintains awareness of new and emerging technologies relevant to our Platform (collaboration, data analysis).

Qualifications and Abilities

- BS in Computer Engineering; Preferred MSIS. PMP Certified a plus.
- Min 7-10 yrs experience managing high profile IT projects.
- Possesses high tolerance for and ability to thrive amidst ambiguity.
- Possesses deep understanding in the areas of online application development and information system design.

- Possesses understanding and appreciation of open architecture and collaborative system development.
- Experience in managing complex software projects across multiple vendors and sub-contractors.
- Takes initiative and is a creative problem solver. Ability to self-manage and manage up.
- Ability to communicate difficult or sensitive information tactfully.
- Experience working in a virtual environment a plus.
- San Francisco Bay Area local preferred; 25-50% travel required

To Apply:

If you would like to apply, please send your resume and a cover letter to HR@Stupski.org. Indicate "IT Manager" in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position. Also comment on the personal qualities that you bring to the work environment and salary requirements.

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