KaufmanHall / **axiom** software

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TITLE
Project Manager - Software Implementation Consulting

ABOUT THE ORGANIZATION
Kaufman Hall provides management consulting services and enterprise performance management software that help organizations realize sustained success amid changing market conditions. Since 1985, we have been a trusted advisor to boards and executive management teams, helping them incorporate proven methods into their strategic planning and financial management processes, and quantify the financial impact of their plans to consistently achieve their goals.

Kaufman Hall's Axiom Software Suite provides sophisticated, flexible performance management solutions that empower finance professionals to analyze results, model the future, and optimize organizational decision making. Solutions for budgeting and forecasting, strategy management, reporting and analytics, financial close and consolidations, profitability and cost management are delivered on a single integrated software platform

CATEGORY
Software Implementation

DESCRIPTION
Description: Plan, coordinate and oversee software implementation projects according to committed deadlines and budgets. Skilled at working with clients at all levels (C-suite through end users) and multiple functions (finance, IT, departments), and the ability to work with multiple stakeholders and navigate complex organizations in order to drive timely decisions, gain stakeholder confidence, and manage project/program risks to ensure successful implementations of Kaufman Hall Axiom Software.

Responsible for guiding and leading the professional services division in the standardized rollout of best practice project management processes and tools.

This position will require excellent interpersonal skills, attention to detail, ability to collaborate effectively with clients and internal leaders and demonstrated flexibility while still providing crisp project leadership.

Duties:

Client Engagement Responsibilities

- Responsible for planning, directing and coordinating activities of major enterprise level implementations
- Define project scope, goals and deliverables that support business goals in collaboration with directors and practice leads and client stakeholders
- Ensure performance, cost, and time goals are met while controlling or maintaining the project scope for assigned projects
- Schedule, monitor and track actual vs. planned timelines and milestones
- Create project plans, identify and manage critical path, raise and manage project risks and issues
- Build, develop, and grow any business relationships vital to the success of the project
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Coach, mentor, motivate and supervise project team members, partners, contractors, and influence them to take positive action and accountability for assigned work
- Identify and resolve issues and conflicts within the extended project team
- Proactively manage changes in project scope
- Develop and deliver progress reports, proposals, requirements, documentation, and presentations
- Review and manage billable vs. non-billable hours, produce project budget reports to support client invoice approval

Professional Operations Responsibilities

- Collaborate with Directors and Practice leaders to provide guidance and leadership in driving best practice project management tools and process
- Work to develop and deploy unified tools for project execution across all verticals
- Create and effectively communicate rollout plan and training on unified approach
- Generate supporting documentation for project management tools, process and rollout plan
- Provide ongoing coaching to team members throughout the process to ensure high levels of user adoption
- Responsible for the success of the project management function within the division
- Travel as required to meet customer requirements and company goals (estimated up to 25%)

POSITION REQUIREMENTS

Qualifications:

- Excellent project management skills, and experience coordinating and overseeing project teams
- Experience running large, complex, multi-phase, multi-stakeholder projects
- Experience managing several software implementation projects and internal initiatives simultaneously
- Project Management Certification desirable
- Ability to communicate effectively with all levels of team members in a technical/business environment
- Ability to influence clients, project team members and internal staff towards positive project outcomes
- Strong group facilitation skills
- Minimum Bachelor's degree, MBA or advanced degree a plus, equivalent experience considered
- Must be able to work independently, as well as part of a team, and possess a high level of self-motivation in a fast-paced environment
- Must have demonstrated history of impeccable integrity, ethics and fair play.
- Must be proficient in the use of Microsoft Office and MS Project.

FULL-TIME/PART-TIME	Full-Time
TRAVEL REQUIREMENTS	
POSITION	Project Manager - Higher Education
DIVISION	Kaufman, Hall, & Associates, LLC
EXEMPT/NON-EXEMPT	Exempt
LOCATION	Kaufman Hall Portland Office
EOE STATEMENT	We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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