



THE MOSS GROUP, INC.

Experienced Practitioners Committed to Excellence in Correctional Practice

Job Title **Project Manager**

Job Summary **TMG Project Managers are part of the Professional Services team and report to the Managing Director. TMG PMs manage, facilitate, and coordinate the work of project teams to ensure the successful completion and delivery of all assigned projects. They are responsible for careful planning, monitoring, and execution of all project phases, and for ensuring that the requirements of all client project deliverables are met according to TMG standards. Project Managers work in collaboration and partnership with Project Directors – together they are accountable for ensuring that all client expectations are met or exceeded.**

Job Duties

- Develops and applies a sophisticated level of knowledge, understanding, and passion about and for TMG business, goals, products, services, and priorities, as well as broad knowledge and awareness of issues, trends, and public policy related to correctional practice.
- Embodies the spirit of partnership in all interactions with client and team.
- Has an equal commitment to the products and services TMG provides, and to the processes and people that lead to those end results; relates to others in a healthy, positive, inclusive way.
- Develops and maintains an understanding of client/agency in order to map project execution to the unique, specific needs of the client and in alignment with TMG values.
- Contributes original work toward project deliverables, including agenda design, meeting notes and synthesis, onsite participation in meetings, and contributing to assessments, trainings, and audits tailored to client needs, and more.
- Creates detailed project plans with tasks, task assignments, resource time allocations, milestones, and budgets to map the details that govern how the solution design is executed. Manages the overall implementation for projects according to the project plan. In collaboration with the Project Director executes the strategy and solutions as designed.
- Serves as the primary point of contact with project management staff on client side, and develops relationships with client leadership as opportunities permit.
- Weekly, reviews project timelines and budget against project dynamics and collaborates with Project Director to problem-solve as needed.
- Communicates with Project Director about any anticipated or known problems, e.g., client concerns, projected timeline shortfalls, internal client issues, project team issues, etc.
- Reviews all deliverables for quality and ensures that each meets the projects specific goals and contract requirements.
- Oversees project budget; ensures that projects meet or exceed budgeted levels of effort.
- Grows and nurtures relationships with assigned clients.
- Participates in proposals and provides content; lending expertise about clients' needs and possible project delivery approaches.
- For proposals, accurately forecasts level of effort needed to perform proposed work.
- Communicates with others in a clear and open way. Embodies team attributes that make projects content-rich, welcoming, rewarding, challenging, and make a clear difference in the field.

- Prior to project start, collaboratively with Project Director, develops a written team communication work plan.
- Communicates regularly with Project Director and consultants to ensure that all are well abreast of all aspects of the project.
- Collaboratively with Project Director, conduct project kickoff meetings, regular team meetings, reviews, retrospectives, milestone and release planning, demos, and other project related meetings.
- Tracks progress and reviews project tasks to make sure deadlines are met according to project plan; keeps project plan fully up to date daily using TMG software, ensuring accurate and complete real-time project status transparency.
- Proactively communicates project status, issues, and risks to the Managing Director.
- Follows TMG policies, procedures, and methodologies.
- Ensures that project progress is on track and that teams are practicing the core principles of collaboration, prioritization, team accountability, and visibility.

Req. Education/Skills

- B.A. or B.S. in a relevant field of study (such as Business) required.
- 3-5 years project management experience.
- Knowledge of corrections, criminal justice, or criminal justice consulting a plus.
- Exceptional planning and organizing skills with demonstrated ability to prioritize and plan work activities for self and others, plan for additional resources, set goals and objectives, develop realistic action plans, and manage multiple priorities and demands while completing quality work on time.
- Solid leadership and interpersonal skills with a warm and engaging style that inspires and motivates others, the ability to vary communication style and approach for different individuals and audiences to effectively influence the actions and opinions of others, and the capacity to build commitment and overcome resistance in others, including those in more senior positions.
- Strong judgment and execution skills; ability to make sound decisions and includes appropriate people in decision-making process.
- Strong written communication skills, including accurate grammar usage and editing skills.
- Ability to problem-solve concerns both big and small with critical thinking, creativity, patience, humor, and understanding.
- Experience working with sensitive and confidential information; excellent ethics and judgment.
- Ability to excel in a rapidly changing environment; high degree of flexibility and adaptability.
- Ability to delegate work assignments effectively by matching responsibilities to people, giving the authority to work independently, and providing timely feedback.
- Strong knowledge and proficiency with Microsoft Office; preferred experience with Microsoft Project and SharePoint.
- Strong service orientation and interest in the mission of TMG.
- Ability to move about and stand for up to ten hours.
- Ability to lift up to 40 lbs.
- Ability to work a flexible schedule including some nights and weekends.
- Ability to travel:
 - Approximately 5-15 trips per year.
 - Approximately 10-30 travel days per year.

- Approximately 5-15% of working time.