



Project Manager

The Center for Leadership Studies (CLS) is seeking a Project Manager to work within our Product Development team. CLS projects involve many different stakeholders, tasks and subtasks, dependencies and variables. Multiple functions within CLS may carry the responsibilities of different tasks and the project manager is responsible for making sure that all tasks are completed on time in order to achieve the overall goal. Project managers are responsible for keeping the projects on track and possessing the ability to oversee the entire project from start to end. This requires proactive and frequent communication with all project team members and requires the project manager to confirm all details without making any assumptions.

Key Responsibilities:

- Effectively apply project management methodology and enforce project standards
- Partner with Senior Account Executives and Instructional Designers to scope effort and price internal and external customer solutions and manage project-specific client expectations
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements
- Identify resources needed and assign individual responsibilities and tasks
- Manage day-to-day operational aspects of all assigned projects, including balancing the product development workload with capacity and keeping project team well informed of project changes and implications of change
- Evaluate, create and execute RFP's
- Oversee quality assurance procedures and assist with executing quality assurance procedures
- Analyze, assess and minimize risk on all projects. This includes partnering with team members and clients when projects increase in scope and require pricing adjustments
- Review final deliverables as a final quality check

- Ensure appropriate completion of tasks associated with fulfillment and shipment to clients
- Oversee language translations, version control and maintenance of translated files, when appropriate
- Ensure project documents are complete, current and stored appropriately
- Track and report team hours and expenses on a regular basis
- Manage project budget and support the Senior Account Executive in timely and accurate invoicing to client
- Review profitability on projects with VP of Product Development

Requirements:

- Currently living in the Cary/Raleigh/Durham area
- Work full-time onsite at corporate headquarters in Cary, NC
- Bachelor's degree required or equivalent experience
- 5 – 7 years minimum experience in Project Management (PMP Certification preferred)
- MS Project or similar project management software experience
- General understanding of adult learning theory, instructional design, e-learning, mobile learning, learning management systems and internet portals in order to scope projects and understand project management needs for related projects
- Proficient with MS Office Suite
- Good prioritization skills with a sense of urgency to accomplish tasks and projects
- Exceptional leadership and communication skills, both verbal and written, demonstrated by ability to interact with other team members
- Team-oriented with a desire to pitch in where needed for the good of the business and customer
- Ability to thrive in a very fast-paced and dynamically changing environment
- Superior organizational skills and attention to detail
- Customer-oriented mentality
- Sense of ownership and pride in work



Please direct inquiries to jobs@situational.com

We offer a competitive and attractive compensation package, including:

- Comprehensive medical/benefit coverage
- Competitive vacation and sick leave
- Advancement opportunities
- Fun, diverse work culture

Company Overview:

For more than 40 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 14 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years' experience designing and developing award-winning custom training solutions. CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 30 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skillsets. Put a different way, we feel it's important for you to know who we are



and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service Is Inside And Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver

Embrace Teamwork: Invest In Others

Strive to continually develop and nurture your base of personal power

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms