



Project Manager

The Urban Libraries Council has spent more than 40 years enriching urban communities by strengthening their public libraries. A member association of North America's leading public library systems, ULC's members are thought leaders dedicated to leadership, innovation and the continuous transformation of libraries.

The full-time **Project Manager** will have a chance to work with North America's most innovative public library systems to ensure they are able to make continuous and lasting impact on the communities they serve. This full-time exempt position reports to the Director of Strategic Initiatives.

The Project Manager will manage multiple programs and will have a leadership role in creating project plans, defining and ensuring schedules, tracking key deliverables and progress and aligning project implementation with program outcomes and strategic goals.

Areas of responsibility:

- Engage multiple stakeholders to create effective project plans and establish shared objectives, workflows and expectations
- Lead implementation and management of multiple work streams to ensure key deliverables and alignment of people, partners and activities
- Understand and track funding and grant requirements including monitoring budget and reporting requirements
- Organize and convene working groups, conversations and partner meetings to strengthen collaboration and outcomes for each project
- Support peer-to-peer learning cohorts including online discussion groups and in-person events
- Engage with libraries one-on-one to support their participation in ULC programs and projects
- Foster a team environment of proactive, nimble problem solving and excellent communication
- Work with communications team to disseminate information to members and local government leaders related to programs and research
- Cultivate relationships and strengthen association knowledge of innovations, partners and key issues

Qualifications:

- Aspirations for a better world with energy to make it happen
- Strong organization skills and project management experience
- Experience managing grant funded projects
- Excellent verbal and written communication skills
- Creative and fun team member
- Community builder able to convene timely effective conversations
- Experience working with trade associations
- Bachelor's degree required, master's degree preferred