

## IT Project Manager

### About RenPSG

RenPSG provides complete philanthropic solutions through technology-enabled business services including cloud apps, consulting, and administration. We provide technology and service so our clients can focus on their donors' giving and their own growth.

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service, all through our proprietary cloud computing technology. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$16 billion in assets, including charitable trusts, donor-advised funds, pooled income funds, endowments, and private foundations.

### Information Technology Project Manager

The Project Manager (PM) position is responsible for planning, executing and finalizing projects according to established deadlines and within budget. This work is primarily focused on product development and integration initiatives that support business goals that create efficiencies by streamlining processes or capitalize on market opportunities that generate demand for RenPSG by offering new functionalities. The PM will define the project's objectives and return on investment, coordinate the efforts of team members, manage the ongoing communication to key stakeholders and oversee the quality control throughout the project's life cycle. The ideal candidate will be self-motivated, resourceful and have impeccable communication and leadership skills.

### Duties & Responsibilities:

- Collaborate with key stakeholders to define business and functional requirements and determine the ROI of each initiative
- Develop a comprehensive project plan for each initiative including identifying and managing project dependencies and critical path and milestones
- Estimate the resources and participants required to achieve project goals
- Draft and submit budget proposals, and recommend subsequent budget changes when necessary
- Coordinate the efforts of all team members to meet stated project milestones
- Provide regular and ongoing communication regarding project expectations and goals to project team members and stakeholders
- Develop and provide supporting documentation (user manual, training materials, videos, etc.) and/or training to users

### Knowledge, Skills & Abilities:

- Bachelor's degree in Information Technology, Computer Science, Data Analytics or related fields required
- PMP certification
- 5+ years direct work experience in full-cycle project management including scope of work development, budgeting, reporting, testing and implementation
- Experience with project management software such as Microsoft Project, SharePoint or other well-established products
- Effective communication skills, both verbal and nonverbal with all levels of staff and management
- Possess excellent organization and planning skills
- Superior project management and time management skills to be able to multi-task and manage multiple projects
- Self-motivated with a positive and professional approach
- A natural curiosity to innovate, learn and improve process and products
- Strong business ethics & personal integrity