

PROJECT MANAGER

Member of Project Management Team

Reports to: Project Management Director

Status: Regular Full Time, Exempt

LOVE & COMPANY

Love & Company, based in Frederick, Maryland, is a national leader in senior living marketing, research, branding, advertising and sales management. We take pride in having a top-notch team of creative marketing professionals with extensive experience in their specific areas of expertise as well as senior living.

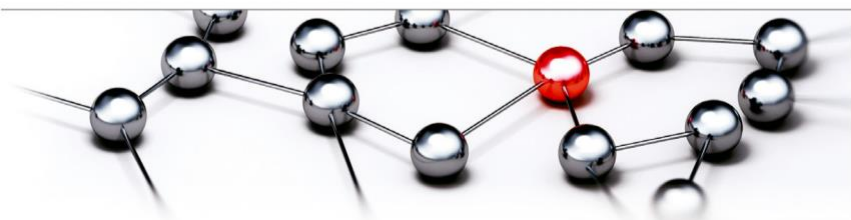
POSITION OVERVIEW

The primary responsibility of the project manager (PM) is to drive programs and projects throughout the client engagement, ensuring the agency meets schedule deadlines and due dates within approved budgets. The PM drives the successful creation and integration of channel strategies and plans, as well as oversees the execution of these strategies throughout the ongoing client engagement.

In addition, the PM generates monthly, quarterly and annual client program reporting, working with the sales and client services teams to ensure data integrity.

The PM performs monthly billing meeting prep, overseeing project transaction data quality and providing monthly recommendations for project revenue recognition, as well as suggested agency write-offs and reasons.

This is an in-office, non-remote position located at Love & Company in Frederick, MD.



PRIMARY RESPONSIBILITIES

- Manages consolidated timelines
- Drives creation and integration of channel strategies and plans
- Drives execution of start-up projects
- Works with client services and sales to ensure data integrity of clients' reporting
- Manages all programs on-quality (tactical), on-time and on-budget
- Responsible for the consistent successful facilitation of program(s) from estimation through launch and ongoing execution
- Monitors overarching client/program budgets and schedules weekly
- Manages and updates program work-back schedules
- Ensures billing/revenue recognition meeting prep is complete
- Maintains professional internal and external relationships that meet company core values
- Actively and thoroughly understand clients and their needs
- Take full accountability for project work
- Proactively collect and manage all project details
- Keep projects on-track, on budget and on-time
- Keep team members motivated so we can produce awesome work
- Present ideas to internal teams and clients
- Other duties as assigned

DETAILED RESPONSIBILITIES

- Client Development/Business Development
 - ⊙ Updates revenue projections workbook semi-monthly with accurate booked, pending and potential work for existing clients
 - ⊙ Update request for proposal timelines (if applicable)
 - ⊙ Participates in new client download and client intro meetings

- Discovery/Strategy/Planning
 - ⊙ Reviews modifications to terms of agreement (if applicable)
 - ⊙ Finalizes project budgets
 - ⊙ Creates initial start-up and macro-marketing timelines (with milestones)
 - ⊙ Supports client services in discovery/assessment onsite dates/critical attendee's confirmation
 - ⊙ Allocates approved internal and external resources for projects within workamajig
- Ongoing Planning and Reporting
 - ⊙ Generates monthly, quarterly and annual reports and populates macro-marketing plan workbook
 - ⊙ Participates in reporting integration meeting
 - ⊙ Notifies client services with populated macro-marketing plan workbook and communicates any data issues or concerns
 - ⊙ Scopes and estimates tactics for next year plan
- Program Execution
 - ⊙ Provides change order documentation, including timeline and budget revisions, to client services
 - ⊙ Notifies client services when (if) client deliverables/milestones may not be met
 - ⊙ Communicates with client about project execution and details.
- Client Relations
 - ⊙ Provides back up client communication when account manager/client services are unavailable
- Program Administration
 - ⊙ Works with client services to resolve any out of scope or over budget vendor related work
 - ⊙ Participates in billing/revenue recognition meetings
 - ⊙ Suggests appropriate labor write off amounts and reasons
 - ⊙ Suggests appropriate expense write off amounts and reasons

QUALIFICATIONS

The individual should have the following experience and capabilities:

- Two to three years of project management experience as a program manager or project manager in an advertising/marketing agency or a corporate internal creative services team environment
- Two to three years of relevant digital project management
- A track record of delivering projects on time and on budget
- Proven ability to manage multiple projects concurrently
- Managed and worked with cross-functional teams (creative, strategy, technical, media)
- The ability to create and follow a well-defined project plan
- The ability to provide leadership not only to internal teams but to our clients
- Experience tracking all budget-related information, including billable hours and project expenses
- Been responsible for the financial success of their projects
- Superior client facing skills including outstanding verbal and written communication skills
- Basic knowledge of Macintosh computers, especially with Microsoft Office
- PMP Certification is desired but not required
- Bachelor's degree

APPLICATION DETAILS

To apply, please submit online at: <https://loveandcompany.com/careers/>:

- A detailed letter explaining why you are interested in the position, the strengths and benefits you can bring to the firm, and the experience you have in the above areas
- Your resume
- Your salary requirements

NOTE: Resumes will ONLY be accepted with a cover letter and salary requirements.

Love & Company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

