Position Description
Strategic Partnership Project Manager

Knowledge Delivery Systems (KDS) is a leading provider of online and blended, strategic professional development for K-12 educators. KDS online courses are developed and taught by the nation’s leading education experts, whose research and methodologies are making significant impact on teacher effectiveness and student performance. Working in partnership with large school systems, KDS designs and delivers comprehensive, scalable professional development programs that transform teacher and school leader effectiveness. KDS’s research-based content and delivery model blend online courses, online course facilitation and coaching, and customized, in-person services. At the heart of our work is the improvement of teacher and school leader effectiveness to drive achievement gains for all students.

The Position
KDS enters into strategic partnerships with companies and organizations that align with the KDS vision and add significant value to the company's sales marketing, and development efforts and to accelerate the delivery of content, technology and services offerings. The Strategic Partnership Project Manager works closely with the VP of Business Development to ensure that key KDS partnerships are managed to meet KDS and partner goals. The Partnership Project Manager will assist in creating structures and processes that facilitate effective collaboration among internal, cross-functional teams to meet partnership timelines, deliverables and success metrics.

Responsibilities
The Partnership Project Manager liaises with the KDS VP of Business Development, COO and other department leaders to create detailed project plans that document, schedule, coordinate and track all teams’ tasks, dependencies and deliverables connected to key partnerships. The Partnership Project Manager collaborates with team leads to create project specifications, clearly communicate the plan for on-time execution of projects and deliverables, confirm resourcing for each project, describe deliverables, specify work streams and monitor progress to schedule and budget.

The Partnership Project Manager has a key role in coordinating communication between relevant KDS and partner stakeholders. He/she will take a leadership role in all critical meetings and calls with KDS partners and be responsible for ensuring that all conversations, decisions, commitments and scope changes are documented and shared with all appropriate teams. The Partnership Project Manager also has responsibility for ensuring that all individuals and teams fully understand their tasks and deliverables and dependencies around their work streams.

Qualifications
The ideal candidate will have 3 to 5+ years of hands-on project management experience and a demonstrated track record of success in managing multiple simultaneous projects that involve external partners. He/she will have experience successfully balancing the requirements of thoughtful planning with operational and budgetary realities. She/he will possess exceptional project management and communication skills and a commitment to understanding and delivering on the objectives of each partnership.

- Proven ability to manage complex projects to meet partnership goals and objectives while maintaining scope, preferably below budget and ahead of schedule
- Exceptional technical project management skills, including planning, scheduling, budgeting, executing, monitoring and controlling all aspects of a partnership
- Strong client relationship management and customer service skills
- Ability to coordinate diverse, cross-functional teams so that all individuals and teams work in concert to meet partnership objectives
- Ability to build a shared understanding of partners’ needs and motivations among members of cross functional teams
- Strong written and verbal communication skills; able to deliver clear, concise information and direction to partners and internal teams
- Proven ability to collaborate and build relationships with internal and external stakeholders
- Track record of effectively managing vendors and contractors
- Exceptionally detail-oriented and organized, ensuring quality and consistent output
- Ability to effectively solve problems, make decisions and take action, exercising solid independent judgment
- Ability to maintain a professional attitude and work independently with little guidance in a fast paced, changing environment.
- Proficiency in Project Management applications (MS Project)
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint)
- Proficiency in CRM systems

Other qualifications include:

- Excellent interpersonal and team skills, extremely collegial
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Ability to be flexible, resilient, and adaptable to changing priorities
- Constantly looking to apply best practices
- Bachelor’s degree required, advanced degree preferred
- PMP Certification preferred

Compensation
Compensation package is commensurate with experience and includes competitive benefits package and 401K.

How to apply
Please submit a copy of your resume/CV along with a cover letter to HR@kdsi.org.

Your cover letter should include:

- An explanation of your interest in working at KDS
- An explanation of your interest in the position for which you are applying
- An explanation of anything unusual in your resume (more than one year employment lapse or a major shift in your career interest)

KDS is an equal opportunity employer. KDS evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.

Please note all offers of employment are subject to and contingent upon the successful completion of a background check.