Data&Society

Project Lead, Strategy

Job Posting – September 2018

Data & Society Research Institute is seeking a dynamic and energetic **Project Lead, Strategy** to provide administrative and project management support for the Chief Operations Officer.

The Project Lead, Strategy (PLS) will be responsible for our strategic planning process and track related output in close collaboration with key organization leaders. In addition, as the organization explores strategic initiatives, this Project Lead will be tasked to develop, support, and evaluate large, multi-faceted strategic projects or multiple smaller projects, simultaneously utilizing best practices and relevant project management methodologies and tools.

The PLS is a change agent, working towards organizational excellence and championing the strategic plan, as well as strategic initiatives to position Data & Society for continued success and growth. This person assumes the goals of the project as their own and uses their skills and expertise to lead cross-functional teams, inspiring a sense of shared purpose in achieving project objectives.

The PLS must be an excellent and professional communicator who is comfortable with engaging every level of an organization. The ideal candidate should be excited about shaping a newly created role within a young and fast-moving organization. The role demands a leader who strives for continuous iteration and innovation within the Strategy team and the organization. The ideal candidate is skilled at translating complex ideas into concise, compelling communications, building enthusiasm among project teams through on-the-ground action and delivery of objectives, and translating organizational aspirations into concrete steps.

The PLS role is a full-time, exempt position, and reports directly to the Chief Operations Officer.

Responsibilities:

Project Management & Support
- Work alongside the COO in coordinating our annual calendar, building organizational processes, coordinating and planning meetings/retreats;
- Independently manage and prioritize multiple concurrent projects, completing work under pressure to meet strict deadlines;
- Effectively coordinate and conduct cross-functional meetings;
- Ability to successfully collaborate and build consensus with others of different skill sets, backgrounds, and levels;

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- Guide colleagues across the organization through strategy processes, advising on both the "whys" and "hows" of participation;
- Monitor, evaluate, and report on the progress of projects;
- Anticipate, identify, and resolve issues, communicating major roadblocks and recommendations to leadership to inform decision making;
- Independently develop content and analyses for project deliverables and meetings;
- Prepare presentations for leadership meetings as needed;
- Exercise good judgement in decision-making and completing job responsibilities;
- Review strategy project deliverables for completeness, quality, and compliance with established standards;
- Directly represent projects to internal team, gaining buy-in and engagements.

Evaluation and Learning
- Assimilate and understand new subject matter quickly and incorporate knowledge into project deliverables;
- Work closely with staff to develop project plans to reflect institutional priorities;
- Identify appropriate analyses for projects and develop analytic and quantitative frameworks/models to assess the feasibility of new opportunities, analyze financial and operational performance, and support decision-making by management.

Internal Capacity Building
- Identify potential solutions and novel approaches to support the development of new initiatives and/or to resolve identified issues;
- Act as an internal trainer on project management skills and new approaches/tools;
- Work closely with evaluators to integrate their findings.

Qualifications
- A minimum of 10 years experience in a nonprofit, government, or philanthropy, working on growth, strategy, planning or related issues.
- Experience in a leadership role in an organizational strategic planning and implementation process.
- BA/BS required, Masters preferred.
- Extremely strong project management and organizational skills with the demonstrated ability to drive multiple concurrent projects to completion in a deadline-driven environment.
- Proven ability to prioritize multiple tasks and manage changing priorities.
- Self-motivated, independent, and able to learn new content quickly and apply it to projects.
- Effective diplomatic skills and ability to use good judgement and discretion.
- Superior communication and customer-service skills, able to work effectively with all levels of the organization.
- Effective leadership and management skills.
- Strong analytical, quantitative, and problem-solving skills to evaluate all aspects of a situation and make appropriate decisions.
- Exceptional attention to detail to ensure high quality deliverables.
- Intermediate to advanced proficiency in Microsoft Office, Google Suite, and InDesign.

Proposed Salary: $90K - $100K

To apply, please submit the following to jobs@datasociety.net. Applications will be reviewed on a rolling basis through October 31, 2018:

- A cover letter explaining your interest in this role, how you learned about this opportunity, your background in managing teams and projects in the past, and why you would be a good fit for this position.
- Your resume/CV.
- Please include the name, affiliation, and contact information for two professional references.

About Data & Society

Data & Society focuses on the social and cultural issues arising from data centric technological development. We seek to inform and develop frames for discussion of these complex issues both through our own research and through supporting the expansion of a nascent field of actors concerned about these topics. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for tradeoffs when they increase their reliance on data as a tool for management and decision-making.

We see the field as comprised of researchers, journalists, policymakers, technologists, industry leaders and workers, funders, advocates, and civil society actors. We are committed to helping this field engage substantively, and with an evidence base, in debates over implications arising from the increasing reliance on data at scale to automated decision-making across a range of sectors.

The work and well-being of Data & Society is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.