North American Veterinary Community

Job Title: Project Manager

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Location:
Gainesville, FL

Submit Resumes to:
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Vice President, Operations and Development
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NAVC Overview
Founded in 1982 and headquartered in Gainesville, Florida, the North American Veterinary Community (NAVC) is a non-profit organization with a mission to provide world-class professional development for the global veterinary healthcare community. The organization's largest educational initiative, the annual NAVC Conference, hosts more than 16,000 attendees and 350 speakers from more than 70 countries each year. Other educational offerings include the NAVC Expeditions, NAVC Institute, NAVC VetFolio and NAVC Clinician's Brief, the official journal of the NAVC. The NAVC's international conference partners include the Asian Pacific Veterinary Conference (APVC), the Latin American Veterinary Conference (LAVC), Southern European Veterinary Conference (SEVC). NAVC offers a competitive salary, bonus, and full benefits package that includes medical, dental, and life insurance as well as a 401k plan. Most importantly we provide a fun, engaging and collaborative working environment where your talents and strengths will be utilized to serve the veterinary profession and assist in achievement of the NAVC mission.

Position Description:
The North American Veterinary Community (NAVC) is looking to hire an enthusiastic, self-starter that is highly organized to join our team as a Project Manager. This person will coordinate projects through the entire lifecycle (from concept to launch).

Reporting to the VP of Operations and Development, The Project Manager must be able to effectively communicate with internal and external stakeholders to define and achieve goals, manage expectations, proactively solve problems and ensure tasks are accurately completed and deadlines met. This position will also fulfill data requests and prepare reports and dashboards for internal and external stakeholders. The Project Manager is responsible for the success of all assigned projects and must be energized by a fast-paced environment with changing priorities. This is a great growth opportunity for a candidate with two to four years of experience in project management.

Job Responsibilities:

- Manage multiple projects simultaneously from project inception to delivery.
- Accountable for the success of each project; proactively identifies and solves problems to ensure project goals and benchmarks are met.
- Producing clear project goals and definitions and ensuring transparent roles and responsibilities within projects
- Provide comprehensive project updates – written and verbal – upon request.
- Manage expectations with Sponsors and Stakeholders
- Provide solutions and guidance on technology related solutions in order to achieve business objectives
- Report progress, budgets, forecasts risks and milestones to the project stakeholders.
- Collaborate with staff to facilitate open communication and a shared understanding of project goals.
- Respond to data requests and prepares reports and dashboards on an ad-hoc and recurring basis.
- Collaborate with the Vice President, Product Development and Technology Operations on managing IT related priorities and new functionality requests.
- Assist the Director of Event Operations and provide logistical support during the NAVC Conference and Institute Events.
- Other duties as assigned by the Vice President, Operations and Development.

Qualifications:

- A bachelor's degree is required.
- Two to four years of professional experience coordinating and managing projects and tasks and collaborating across departments.
- Willingness to gain a Project Manager Professional Certification (PMP) within two years.
- Strong analytical and organizational skills, with strong attention to detail and commitment to quality assurance of deliverables.
- Good understanding of digital media and technology solutions including systems integration and the capabilities of customer relationship management (CRM), content management systems (CMS) and learning management systems (LMS)
- Good understanding of financials, including project budgets, business case- and ROI calculations of projects and expected outcome.
- Proven ability to manage multiple projects, change direction when needed and provide deliverables under tight deadlines.
- Understanding or experience in agile development is a plus
- Excellent oral and written communication skills.
- Self-motivated problem solver who is comfortable in a fast paced, entrepreneurial setting and enjoys having accountability for the success of key projects.
- Exceptional interpersonal and customer service skills with the ability to work well independently, on a team and with internal and external clients.