



JOB DESCRIPTION

Project Manager, Data and Technology Programs

The Common Ground Alliance (CGA) is the premiere trade association dedicated to preventing damage to underground utility infrastructure and protecting those who live and work near these important assets through the shared responsibility of our stakeholders. The CGA is a member-driven association of nearly 3,200 damage prevention professionals spanning every facet of the underground utility industry. For more information, visit www.commongroundalliance.com.

CGA is seeking an organized, motivated and experienced project manager to join our fast-paced team. The Project Manager, Data and Technology Programs will manage projects and core program deliverables focused on data, information systems and technology.

Responsibilities

- Manage projects and core program deliverables pertaining to data management, analytics, and associated technology for CGA, including initiating, planning, executing, monitoring, communicating, and coordinating related activities.
- Manage, implement, and track progress of programs and initiatives, including developing and executing project plans, documenting deliverables and budgeting requirements, and leading status meetings and other tasks as appropriate.
- Administer data analysis and reporting in coordination with CGA leadership, external subject matter experts, and consultants.
- Manage/facilitate CGA committee activities that support data and analytics programs through direct communication with staff, committee leaders, and committee members.
- Support development and execution of a plan to ensure overall security of the organization's technology and data systems.
- Participate in vendor selection and negotiations for related support contracts. Coordinate procurement processes to support programs when subcontractor support/vendors are needed for key projects, including drafting requests for proposals and coordinating evaluation of submissions.
- Facilitate meetings and present updates to committees, staff and industry groups.
- Provide written status reports to staff and committee leaders on program progress.

Requirements/Qualifications

- Bachelor's degree required.
- Minimum of five years of experience in project management with some experience in data, technology and analytics preferred.

- Experience with project and program management, including planning, prioritizing, organizing, communicating, monitoring, and tracking details, effectively managing deadlines and multiple priorities.
- Accomplished problem solver with analytical skills.
- Demonstrated ability to communicate clearly, concisely, and effectively to express information in both written and oral context with staff, members and contractors.
- Experience facilitating meetings and presenting status reports to staff and member audiences.
- Experience working with budgets and outsourced vendors.
- Possess a high level of professionalism and confidentiality while remaining flexible, proactive, resourceful, and efficient.
- Project Management Professional (PMP) certification preferred.
- Some travel, non-traditional work hours, and weekend work required.

Salary commensurate with experience. Compensation includes health benefits as well as participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to jobs@commongroundalliance.com.