

GORDON COLLEGE

Position Description

Title: Project Manager for Transformation Office & Strategic Partnerships

Function: The Project Manager for the Transformation Office plays a pivotal role in advancing Gordon College's strategic execution. Working under the direction of the Transformation Office leadership and the Provost, the Project Manager ensures projects are well-planned, executed on time, within scope, and aligned with institutional priorities.

Description of Duties and Tasks:

Project Planning & Execution

- Develop detailed project intake process, timelines, milestones, and deliverables for assigned transformation initiatives.
- Use structured project management methodologies (e.g. Waterfall and Gantt Charting).
- Track progress against goals, escalate risks, and partner with stakeholders to surface solutions to obstacles.

Stakeholder Engagement & Communication

- Serve as the central point of contact for the strategic execution of our *Cascade* roadmap.
- Identify interdependencies and communicate with relevant stakeholders
- Prepare clear project status presentations for senior leadership team.
- Guide and annotate TO-related meetings, ensuring clarity of roles, responsibilities, and next steps.

Data, Analysis & Continuous Improvement

- Partner with Institutional Research in updating and refining *Cascade* dashboard.
- Capture lessons and improve future innovations.
- Maintain documentation for project history, ensuring transparency and institutional learning.

Required Knowledge, Skills and Abilities

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Bachelor's Degree in related field.
2. Ability to work together with a range of people including faculty, administration, staff, etc.
3. Proficiency in project management tools (e.g., Asana, Trello, MS Project, Smartsheet).
4. Self-starter with management and detail orientation,
5. Strong facilitation, communication, and organizational skills.
6. Ability to manage multiple projects with competing deadlines in a fast-paced environment.
7. Strong problem-solving skills and adaptability.

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God.