



EMPLOYMENT OPPORTUNITY: PROJECT MANAGER

The Center for Open Data Enterprise (OpenDataEnterprise.org) is an independent nonprofit organization that develops smarter open data strategies for governments, businesses, and other nonprofits by focusing on data users. Open data is a valuable public resource for social good and economic growth, with applications in healthcare, energy, transportation, governance, and many other areas.

Position Description:

The Center for Open Data Enterprise is seeking an experienced Project Manager to start immediately for a fixed term staff position for the project described below. The project is expected to run through November 2016, with the possibility of extension for the position.

The Center is leading a multi-stakeholder effort to host a series of high-level Open Data Roundtables (opendataenterprise.org/what-we-do#roundtables) in collaboration with the White House Office of Management and Budget and a number of U.S. federal agencies. This series will highlight the relevance and applicability of open data to federal goals and objectives. At the conclusion of the series, the Center will publish a U.S. Federal Open Data Toolkit, both in print form and as a website, with learned lessons, best practices, case studies, and additional resources.

The Project Manager will play a central role in organizing this series of Roundtables and producing summary reports of the Roundtables, the Toolkit, and related outputs. She/he should be familiar with technology policy, experienced managing and planning large events.

Responsibilities:

- Develop a detailed project plan to track progress
- Manage all participant communications including Roundtable invitees and high-level speakers
- Establish and maintain relationships with third parties/vendors and relevant stakeholders
- Coordinate with OMB and government officials in developing event materials
- Perform risk management to minimize project risks
- Ensure resource availability and allocation
- Measure project performance using appropriate systems, tools and techniques
- Develop agendas and run-of-shows for each Roundtable
- Ensure that all roundtables are held on-time, within scope and within budget
- Create and maintain comprehensive project documentation

Skills and Experience Required:

- Understanding of technology policy issues (specific experience with open data is preferred)
- Prior Project Management or Event Management experience
- Demonstrated ability to coordinate high-level events under tight deadlines
- Excellent organization and time management skills
- Excellent verbal and written communication
- (Preferred) Experience with federal agencies and/or federal data
- (Preferred) Understanding of federal protocol and experience working with government officials

Preferred Working Style:

- Extremely organized and able to manage demanding, high-level events
- Commitment to careful, detailed quality control
- Ability to work independently and take initiative
- Ability to work in a highly collaborative, small team setting
- Highly professional demeanor and presence

Start Date & Term: Start date as soon as possible. Position is fixed term for the duration of the project, expected to run through November 30, 2017, with a possible opportunity for extension.

Compensation: To be determined, commensurate with experience

Location: Center for Open Data Enterprise office: OpenGov Hub, 1110 Vermont Ave. NW, Suite 500, Washington, DC 20005

Application Closing Date: May 25, 2017

How to Apply:

Interested applicants should submit a CV and expression of interest to Laura Manley at laura@odenterprise.org.