Project and Publications Manager

The Data Center provides fully independent, relevant, and reliable data and analysis to serve as a catalyst for decisionmaking in Greater New Orleans and Southeast Louisiana. We realize this mission largely through high-quality publications and presentations that serve the community, nonprofits, government, and private sector organizations along with internal projects that grow our capabilities. Critical to our success is our ability to leverage protocols for efficient operation yet remain flexible enough to allow for continuous quality improvements and innovation. We are seeking a skilled Project and Publications Manager who will ensure smooth execution of The Data Center's projects and initiatives from end to end.

Position Summary:

Each year, The Data Center works on a variety of projects requiring a mastery of data, significant teamwork and collaboration, clear communications, and well-designed delivery of data and analysis. This holds true whether the project is more technology-oriented, such as an indicator dashboard, or a research publication, such as *The New Orleans Prosperity Index*. In all cases, there is an expectation that rigorous requirements and standards be upheld throughout the course of the project.

The Project and Publications Manager role should bring expertise in project management in both methodology and project management tools as well as an ability to guide content and documents through a production process ensuring high-quality, finished publications. This role must also maintain and improve upon existing quality assurance processes, standards, and style guides, as appropriate, to meet The Data Center's high standards. As a result, the successful applicant should also be well versed in the tools and methodologies associated with reviewing, proofing, and editing publishable content.

Essential Functions:

o Manages all aspects of project management, including project initiation, scope definition and planning, project-related communications, resource allocation, dependencies, change management, and budget.
o Collaborates directly with internal and external stakeholders to define the project scope and required deliverables, activities, and timelines.
o Determines the project's critical success factors, knowledge management policies, standards, and practices, and manages expectations throughout the project.
o Actively manages risks, including issue escalation and resolution.
o Produces various documentation as required to ensure an appropriate record of project activities and decisionmaking is maintained.
o Maintains and iterates quality assurance processes related to the creation of products and publications that support The Data Center's brand.
o Analyzes existing project management tools and recommends the best alternative to effectively manage each team member's responsibilities.
o Oversees implementation and training to ensure all staff and key stakeholders are able to use the required project management tools.
o Motivates and supports assigned team members to ensure adherence to processes and procedures and to maximize contribution to effectiveness and efficiency.

- o Manages and implements all production and dissemination requirements for all published content, both printed and online.
- o Maintains responsibility for editing, proofreading, logic checking, design and layout, and adherence to The Data Center's established publication guidelines prior to public release.
- o Manages logistics related to post-production, including development of companion websites, social media, and distribution.

Qualifications:

- o 3-5 years of progressive professional experience in project management, organizational development, and/or quality improvement.
- o The minimum educational requirement is a bachelor's degree from an accredited four-year college or institution; a graduate degree is preferred.
- o Certifications in project management, quality assurance, and/or quality improvement are preferred but not required.
- o The successful candidate will be a self-driven and clear communicator, both written and verbal, who has experience in project management. An ideal candidate will also have a good overall technology understanding with significant project management experience in a publishing environment.

Salary and Benefits:

This is a full-time, salaried position. The starting annual salary for this position will be commensurate with the candidate's qualifications and experience. Additional benefits include flexible work hours; 100% employer-covered health, dental, and life insurance; a generous retirement and vacation package; a commitment to professional development; a commitment to diversity; and a fun, dynamic, and rewarding work environment that embodies trust, encourages constructive inquiry, and cares about New Orleans and the collective prosperity of the region. If you are selected for this job, you'll join an objective, thorough, and reliable team of individuals that strives to be welcoming and responsive to the needs of our community and one another.

To Apply:

Applicants should email the following to **info@datacenterresearch.org**:

1. A cover letter describing your interest in the position, relevant experience, and career goals;
2. A current resume, including educational background and relevant skills;
3. Name and contact information for three professional references.

Please use **"Project and Publications Manager"** as the subject line for your emailed submission. Deadline to submit application materials is **Monday, January 28, 2019**. No phone calls please.

The Data Center is an equal opportunity employer committed to creating a diverse workforce and promoting an environment free of discrimination. We do not and will not discriminate in employment and personnel practices on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other basis prohibited by applicable law.