



# Project Manager

Location Flexible: Onsite in Wheaton, IL or Remote Nationwide

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**Computer System Innovations** is looking for an experienced **Project Manager** to join our talented Consulting team. At CSI, the PM is a highly skilled professional demonstrating deep project management talent, leadership and flexibility, and the ability to build rapport with clients, team members, managers, and senior executives within a consulting environment. The Project Manager has 100% accountability for the on-time, on-budget delivery of solutions, and is responsible for the full end-to-end delivery of business and technical solutions to CSI's clients. The Project Manager is a hands-on expert in project planning and execution including scope definition and managements, task and resource scheduling, cost and price budgeting, quality review and assurance, client relationship management, project team management, and overall change management.

The Project Manager liaises between clients, 3rd parties, and CSI's cross-functional internal teams to deliver sustainable solutions to Associations, Non-Profits, and Chapter-based organizations. The Project Manager must be detailed oriented and willing to dive into the details of a project to flush out issues and risks, while simultaneously possessing the ability to see the bigger picture and understand the interdependencies of concurrent activities.

At CSI, the Project Manager will be responsible for managing multiple concurrent projects and must demonstrate the ability to prioritize and multi-task across assigned projects. Simultaneously, the Project Manager will provide leadership and training on project management best practices to the rest of the CSI consulting staff. The Project Manager must have excellent leadership skills and must be able to work well within a matrixed organization.

## About us

Computer System Innovations, Inc. is a dynamic, team-oriented consultancy committed to providing value-added software solutions and support. We are a leading provider of consulting services to the association and iMIS user community. We value hard work, outstanding customer service, and the ability to have fun while doing what we do best.

## Responsibilities

- Holds overall accountability for the successful delivery of assigned projects.
- Effectively manages multiple concurrent projects.
- Reviews, tracks, monitors, and reports on assigned projects' status.
- Identifies issues and drives to resolution.
- Drives the project discovery process with client personnel and project team members.
- Leads/facilitates project kick-offs, project steering committee meetings, brainstorming sessions, and client meetings, ensuring smooth project workflow.
- Develops project work plans, milestone plans, project status reports, issue & risk management plans, change management plans, scope management plans, resource management plans, financial management plans, etc. for assigned projects.
- Understands and applies critical path concepts when establishing project schedules, taking into consideration deadlines, dependencies, resources, and costs.
- Serves as a trainer / coach for CSI's Consulting team ensuring consistency across CSI's portfolio of projects.
- Prepares estimates and ensures consistency across project estimates for staffing and financials.
- Manages 3rd party vendors selected to participate in assigned projects.
- Maintains a flexible, positive attitude when troubleshooting client issues.
- Is a self-starter, helps others, pitches in, and contributes.

## Qualifications

- Project Management experience leading concurrent projects each in the \$250k to \$1M range.
- Both Technical Project Management (Traditional Requirements, Design, Code, Test, Deploy) and Business Project Management (Training, Communications, Metrics, Business Requirements, etc.) experience a must.
- Strong leadership, communication, and people management skills.
- Stakeholder expectations management across large-scale programs.
- Scheduling and budgeting experience.
- Strong organizational, presentation, and client service skills.



- Excellent time management skills required.
- Excellent verbal and written communications skills.
- Strong problem solving and troubleshooting abilities.
- Self-motivated and able to perform with minimal supervision.
- Strong Change Management skills.
- Experience working with and implementing COTS systems.
- Experience with membership or non-profit associations is a plus.
- Experience in full lifecycle delivery using agile or traditional waterfall methodology, or both.
- PMP Certification desirable.
- Minimum of 7 years of total work experience required.
- Minimum of 4 years of Project Management experience required.
- Prior Big 4 Consulting experience or equivalent preferred.

Our benefit package includes health, dental, vision insurance, 401(k), and much more!

All applicants applying must be authorized to work in the United States.