**PROJECT MANAGER**

The Project Manager will provide direct support to the Campaign Director and play a key role in the delivery of The Campaign for DCU. The Campaign for DCU, “Transforming our Future” includes 20 projects that are closely aligned with the DCU strategic plan “Transforming Lives and Societies”. Each project has a Project Leader whose responsibility it is to lead the project both internally and externally. The Project Manager’s role is to ensure that the projects are well defined, to oversee the progress of all projects and to offer support and guidance in terms of advancing the various projects within agreed timelines. Cost monitoring and control of each project is an integral part of this role.

Based in the DCU Educational Trust, a charitable foundation serving Dublin City University, this position reports to the Campaign Director works within the development team, and will actively collaborate with the relevant project leaders and offices across DCU.

**The Role**

**Responsibilities include but not limited to:**
- Leading the planning and implementation of the Campaign projects
- Facilitating the definition of each project’s goals and deliverables
- Defining project tasks and resource requirements
- Managing project resource allocation
- Planning and scheduling project timelines
- Tracking project deliverables using appropriate tools
- Communicating campaign project expectations to Educational Trust staff.
- Providing direction and support to the Campaign project leaders.
- Serve as a point of contact between the DCU Educational Trust fundraising team and the Campaign project leaders
- Work closely with the Campaign Director and fundraising team to manage the prospective client pipeline and fundraising targets
- Constantly monitoring and reporting on progress of the projects to all stakeholders
- Presenting reports defining project progress, problems, and recommended solutions
- Implementing and managing project changes and interventions to achieve desired outputs
- Work closely with the Director of Operations and support team to identify the appropriate content required in promotional materials and methods around the awareness for the Campaign projects

**Education and Experience:**
- Qualification in project management or equivalent
- Demonstrated/proven ability to manage projects under challenging and pressurised scenarios
- Knowledge of project management techniques and tools
- Direct work experience in project management capacity
• Proven experience in people management
• Proven experience in strategic planning
• Proven experience in risk management
• Proven experience in change management
• Proficient in project management software

Key competencies:
• Critical thinking and problem solving skills
• Strong people interaction and relationship building skills across multiple functions within a large organization
• Planning and organizing
• Ability to work to deadlines
• Decision-making capability
• Verbal, written and persuasive skills, Influencing and leading
• Team work
• Negotiation

Package:
Salary: €35,000.00 - €40,000.00
Annual Leave: 20 days inclusive of Christmas break. In addition an allowance of up to the maximum of 5 additional days granted over the Christmas period.
Contract term: One year contract starting on 3 and 6 month probationary period
Benefits: Annual Employee Health Screening Check-Up.

Applications:
Informal Enquiries may be directed to: Orla Holmes, Director of Operations, DCU Educational Trust, Albert College, Dublin 9. E-mail: orla.holmes@dcu.ie

Closing date for receipt of applications (resume and cover letter) by Monday 23rd February 2015 to orla.holmes@dcu.ie

The DCU Educational Trust is an equal opportunities employer