Implementation Manager (Independent Contractor)

Multiple positions available.

The Implementation Manager is responsible for the overall success (implementation planning deliverable and execution) of pillar(s) and underlying initiatives. Drives excellence within a given initiative by instilling strong process discipline, rigorous metric management and tracking, and issue management / problem solving.

Duties & Responsibilities:

- Works closely with the pillar and Initiative Owner to ensure deliverables meet the “rigor” required for the UA strategic plan. Responsibilities include:
  - Serving as part of the initiative “team” to drive process discipline and rigor throughout the initiative;
  - Aligning with Initiative Owners on clearly defined success metrics, including milestone goals and timing, to ensure the initiative is on track;
  - Adapting the project management tools and dashboard reports;
  - Proactively flagging issues or barriers to success, and works with the initiative team to create relevant action plans;
  - Escalating issues that cannot be solved directly by the initiative team or Strategy Implementation Group to the Strategy Implementation Group Advisory Team via the established process.
- Owns full performance management, including goal setting and progress reports, for his or her pillar(s) initiatives.
- Generates demand for Strategy Implementation Group support thought effective partnership with key organization stakeholders.

Interpersonal Contacts:
This position will work with a wide variety of constituents, including UA faculty, staff and administrators. The Implementation Manager will attend weekly meetings with Initiative Owners to update and track progress, define barriers and create action plans. Additionally, the Implementation Manager will attend weekly meetings with Strategic Implementation Group Manager to update him/her on overall progress and flag barriers to success.
Desired Skills & Abilities

- Excellent judgement, ability to distil insights from multiple sources of information into an executive-level overview.
- Excellent problem solving skills, ability to help others organize problem solving and act.
- Demonstrated project management experience, preferably with an organizational metrics component.
- Ability to influence others, even without direct management responsibility.
- Analytical orientation, with a comfort with understanding inputs to metrics and setting realistic targets within the organization.

Minimum Qualifications:

- Bachelor’s degree in field pertinent to work unit.
- Three (3) years of project/program management experience.

Preferred Qualifications:

- Master’s degree in Business Administration, Higher Education, or related field.

To Apply:

Please email a letter of interest, resume, and contact information for three professional references to hrtm@uafoundation.org. Please include job number AS1901 in the subject line.

TUCSON, ARIZONA
With an average of 350 sunny days a year, Tucson is an ideal place to live, work, and play. The Sonoran Desert landscape in the Tucson basin offers lush saguaro forests, awe-inspiring mountain ranges, and some of the best sunsets on the planet. The nation’s First Capital of Gastronomy, Tucson is also known for its Optics Valley, premier health services center, the astronomy center of the world, and of course, the University of Arizona.

UNIVERSITY OF ARIZONA
DEVELOPMENT
To advance the University’s mission, aspirations and goals, the University of Arizona and University of Arizona Foundation are striving to double fundraising by 2024 through the work of the University Development Program (UDP). UDP leaders are focused on creating a strong fundraising team culture and practice, with an emphasis on investing in our team’s professional