

## Project Manager

MDA Leadership partners with organizations to strengthen individual, team, and organizational talent through powerful leadership assessment and development solutions. For over 40 years, we have helped organizations select the right leaders, grow leadership capabilities, and drive high performance. Our client team partners with regional, national, and global organizations to deliver solutions that exceed client expectations. We pride ourselves in hiring exceptional I/O psychologists, leadership development professionals, and executive coaches with strong business acumen who have the keen ability to understand our clients' business challenges and translate their needs into impactful, integrated talent solutions.

In this role you will have the opportunity to manage projects across MDA practices, that include Leadership Assessment and Succession, Leadership Development, Coaching, and Talent Strategies.

### What you will do:

- Review and use project budgets to create effective project plans that drive on-time and on-budget service delivery to clients.
- Influence and guide MDA staff to ensure they complete scheduled work on-time and with the highest level of quality.
- Interact with clients in regular project meetings. Guide and influence clients to ensure that projects stay on-time and in-scope. Utilize customer-focused guidance, when needed, when out-of-scope actions/conversations are happening. Proactively note to the client and MDA staff of the time and cost implications. Engage the right MDA staff to address these issues with clients.
- Create and maintain project plans in Deltek, MDA's ERP system.
- Review project progress, financials, and staff requirements with Practice Leaders and Practice Operations Managers.
- Process month-end work-in-progress reports and prepare billing requirements for accounting to invoice clients.
- Schedule meetings between clients and MDA staff.
- Create documents, surveys, and other resources, as needed, to support client service delivery on projects and/or client accounts on which you are working.
- Conduct project reviews, document success and learnings, and ensure this knowledge is utilized to deliver better client service and outcomes in future engagements.
- Manage internal projects for MDA, as needed.

### What will make you successful:

- Demonstrated project management expertise in the field of talent assessment, leadership development, coaching, human capital management, or another related field
- Project management certification preferred
- Minimum 2 years' experience working in consulting environments, including using budgets to build and guide project delivery
- Knowledge of talent assessment, coaching, and leadership development practices and implementation requirements

- A commitment to diversity, equity, and inclusion demonstrated by your words and actions
- Demonstrated ability to effectively apply the following skills in a project management role:
  - Well-developed business acumen
  - Experience influencing and managing stakeholders at executive and senior levels
  - Excellent oral and written communication skills
  - Technology savviness and experience using project management, MS Office, scheduling, and other business applications
  - Strong collaboration focus among diverse stakeholders
  - Results oriented
  - High attention to detail
  - Willingness and ability to dig in to learn new tools and processes required to be successful
  - Ability to navigate and be comfortable dealing with ambiguity
  - High level of initiative, self-motivation and drive
  - Effective team player
- Ability to travel locally and nationally; must possess a valid driver's license

Base salary range: \$75,000 - \$90,000/year

The person in this position will report to the Vice President of Operational Effectiveness and be part of a broader team that has project management and other responsibilities within MDA.

MDA is headquartered in Minneapolis, MN, and a local hybrid candidate is preferred, though we will consider fully remote candidates.

MDA Leadership employees are committed to living the organization's values through their work. These values are:

- Adapt and Evolve
- Build Lifelong Clients
- Collaborate and Challenge
- Commit to DE&I
- Deliver with Excellence
- Engage Together

To apply, email your resume to Angie von Ruden-Doll at [avonrudendoll@mdaleadership.com](mailto:avonrudendoll@mdaleadership.com).