Project Manager

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Project Manager

We are now accepting applications for a qualified Project Manager at Belmont University.
Employment Type
Staff

Internal Job Category
Exempt (Staff)
Full-Time

Department
Ofc of Strategy & Innovation

Hours

Primary Duties and Responsibilities:
Position Overview
The Project Manager (PM) in the Office of Strategy & Innovation plays a critical role in advancing Belmont University's most important strategic and innovation priorities. This role manages a diverse portfolio of initiatives ranging from rapid discovery sprints to complex, multi-year design and deployment efforts.
The Project Manager is responsible for how work gets done-providing the operating discipline, coordination, communication, and follow-through that enable cross-functional teams to move complex work forward. Serving as the front line of project coordination, the PM ensures clarity, alignment, and momentum across all phases of work, while adapting to evolving goals, stakeholders, and contexts.

Core Responsibilities: How the Project Manager Operates

1. Project Planning, Coordination & Delivery

- Manage multiple projects simultaneously, varying in scope, duration, and complexity
- Develop and maintain project plans, timelines, milestones, workplans, and task management systems from discover through deployment
- Build and steward the digital operating space for each project, including file structures, shared workspaces, documentation, and communication tools

- Track and manage tasks for self and project teams, ensuring accountability and follow-through\
- Provide timely responses and proactive coordination to keep work moving forward
- Balance rigorous attention to detail with the interpersonal skills needed to help groups stay aligned through complexity and change
- Regularly improve Standard Operating Procedures (SOPs) for each phase, detailing protocols, benchmarks, and best practices to streamline processes and ensure consistency

  Manage events and gatherings for project-specific activities

2. Cross-Functional Coordination & Stakeholder Alignment

- Serve as a connective tissue across faculty, staff, administrators, students, external partners, and internal units across campus for project specific work and deliverables
- Coordinate effectively with internal departments and offices as projects require, ensuring alignment with institutional processes and priorities
- Facilitate project meetings, working sessions, and milestone reviews that drive clarity and decision-making
- Anticipate needs, surface risks early, and help teams navigate constraints and tradeoffs
- Use influence, intuition, and relational skill to motivate progress and alignment without formal authority

3. Resource, Budget & Vendor Management

- Manage project-level budgets, timelines, and resource allocations
- Track and manage time, effort, and capacity across projects
- Support vendor selection, contracting coordination, and ongoing vendor management within projects
- Monitor scope, risks, dependencies, and resource constraints and communicate impacts clearly

4. Communication, Reporting & Documentation

- Prepare clear, timely project updates and reports for key milestones and meetings
- Develop materials for both project teams and executive sponsors, including senior leaders and funders
- Maintain organized, accurate project documentation, dashboards, and status reporting
- Prepare brand-appropriate assets (e.g., slides, briefs, summaries) to support meetings, communications, and decision-making
- Communicate effectively and professionally, both verbally and in writing, across a wide range of audiences

Portfolio Focus Areas: Where the Work Is Applied

The Project Manager is staffed across multiple strategic portfolios within the Office of Strategy & Innovation. Current primary focus areas include:

Institutional Effectiveness
Projects focused on advancing institutional strategy, planning, assessment, and operational effectiveness, including initiatives that support student success, enrollment, organizational performance, and data-informed decision-making.

Innovation Labs
Projects focused on the design, testing, and deployment of innovative solutions to complex challenges through research, pilots, cross-sector partnerships, classroom experiences, student fellowships and multi-year innovation initiatives. Projects include student, staff and faculty programming.

The Project Manager applies consistent project management discipline across both portfolios, adapting methods and tools to fit the nature, maturity, and goals of each initiative.

Required Qualifications:
Belmont University seeks to attract and retain highly qualified faculty and staff who will support our mission and vision. As a Christ-centered and student-focused community, we aim to:

- Form diverse leaders of character;
- Equip people to solve the world's complex problems through teaching, research and service;
- And be radical champions for helping people and communities flourish.

Required

- Bachelor's degree or equivalent experience
- 3-6 years of experience in project management or operations in consulting, agency, higher education, or innovation environments
- Demonstrated experience managing multiple projects simultaneously across diverse stakeholder groups
- Strong organizational skills paired with excellent written and verbal communication
- Experience in ClickUp or other similar PM tool, Google suite, Microsoft Office suite, Canva and utilization of AI tools for workplace efficiency

Preferred

- Experience in higher education, social innovation, design-based work, or cross-sector partnerships
- Familiarity with design thinking, EOS/traction or adaptive project management approaches

Comfort working in environments where goals and solutions are co-created rather than predetermined

Skills & Attributes

- Exceptionally detail-oriented while able to maintain a strategic, big-picture view
- Highly proactive and anticipatory; able to think a step ahead and respond intuitively to project needs
- Strong interpersonal skills and emotional intelligence, with the ability to use influence and soft power effectively
- Organized, responsive, and reliable in fast-moving, multi-project environments
- Able to communicate clearly, concisely, and persuasively in both written and verbal contexts
- Mission-aligned with Belmont University's Christ-centered values and commitment to purpose-driven innovation

Required Education Bachelor's Degree

Required Experience Required - 3-6 years of experience in project management or operations in consulting, agency, higher education, or innovation environments.
Preferred - Experience in higher education, social innovation, design-based work, or cross-sector partnerships

The selected candidate will be required to complete a background check satisfactory to the University.

Belmont University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
Belmont University is a Christian community. The university faculty, administration, and staff uphold Jesus as the Christ and as the measure for all things. As a community seeking to uphold Christian standards of morality, ethics, and conduct, Belmont University holds high expectations of each person who chooses to join the community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and Sections 504 of the Rehabilitation Act of 1973/the American with Disabilities Act, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Consistent with applicable civil rights law, the University seeks employees of Christian faith who are committed to the mission of the University. Click **here** to learn more.

Belmont's Office of Human Resources will conduct ongoing evaluations of the means by which candidates for employment are sought, to the end that the pool of candidates will include qualified women, minorities, veterans and disabled individuals. Belmont University is

an equal opportunity employer under all applicable civil rights laws.