



Senior Manager/Director, Project Management

About this Job

GeoPoll, the world's largest mobile surveying platform working in the developing world, is looking for a Senior Manager/Director of Project Management to join our Washington, D.C. team to support the implementation of our Social and Public Sector programs. S/he will be focused on supporting the Vice President with managing contract set-up, management, and close-out; U.S. government compliance; and financial management. The Senior Manager/Director will be instrumental in developing and implementing new processes that help GeoPoll streamline these functions. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of social sector clients with the ability to juggle and execute on diverse responsibilities within an exciting, fast-growing, start-up environment. To apply please email a cover letter and resume to jobs@geopoll.com with the job title in the subject line.

Responsibilities:

Operations (60%)

- Develop and oversee implementation of reporting, project setup, and metrics critical to contract financial and project management
- Develop, train and manage project manager(s) on contract management functions and processes, including invoicing, monthly budget reviews, and margin performance
- Provide analysis/quality control for submitted proposals, budgets and new contracts
- Ensure contractual compliance and procurement procedures as per USG-funded and other donor-funded projects and opportunities

Financial management (25%)

- Lead indirect budgeting and forecasting process, perform monthly financial reviews of projects, monitor accuracy of budgets, and provide financial analysis and reporting to management team as needed
- Maintain and report on Estimate-to-Completion (ETC)/contract budget forecasts for social sector unit
- Review project budgets for accuracy, margins and performance targets prior to submission to clients
- Troubleshoot project level issues related to foreign withholding tax, fee structures, invoicing, etc.

Business Development (15%)

- Develop and execute on client engagement strategies and advise sector on new business capture tactical plans
- Secure follow-on work with key clients due to successful project implementation

Requirements:

- Smart and passionate with the desire to work in a challenging work environment within a start-up context
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner
- Minimum five years of experience in a program/project coordination or management role
- Experience with public sector, especially U.S. governance, contractual compliance and procurement policy
- Excellent verbal and written communication skills
- A Bachelor's degree in business, international relations, and/or other related field is required; Master's degree preferred
- Willingness to travel internationally, as required

About GeoPoll and Mobile Accord

GeoPoll is the world's largest real-time mobile survey platform, reaching a growing network of more than 320 million users in 30 countries worldwide on a deeply granular level and at unprecedented scale. Through partnerships with telecom providers and a multimodal platform powered by SMS and voice, GeoPoll enables companies and organizations to gather quick, accurate and in-depth insights on anything from preferences on consumer goods to election transparency and access to basic government services.