

Job Description – Information Technology Project Manager

Scholastic Shooting Sports Foundation

Location: Remote, Contiguous USA

Reports To: Executive Director

Status: Full Time, Exempt

The Scholastic Shooting Sports Foundation (SSSF) is seeking a highly motivated individual to assume the role of Information Technology Project Manager. The successful candidate will have a background in product management and be responsible all aspects of customer facing software application development, testing, training, implementation and support for the Scholastic Shooting Sports Foundation.

The Scholastic Shooting Sports Foundation (SSSF), is a 501c (3) not-for-profit organization and is the national leader in youth development shooting sports programs. Using a combination of education and athletics our mission is to enhance the growth and personal development of student athletes through the shooting sports.

Through a variety of fun, team-based shooting events in both our Scholastic Clay Target Program (SCTP) and Scholastic Action Shooting Program (SASP), we provide student athletes aged elementary through college with a supportive environment where shooting sports serve as catalysts for teaching life lessons and skills that emphasize positive character traits and citizenship values. Throughout all training, practice and competitions, we instill in our participants a commitment to safe firearm handling, teamwork and leadership.

Job Description

The successful candidate will be responsible for all aspects of customer facing information technology (IT) project management for the Scholastic Shooting Sports Foundation, Scholastic Clay Target Program and Scholastic Action Shooting Program. Successful candidate will play a key role in the organizations ability to recruit and retain members and supporters.

Primary Responsibilities Include:

- Managing all aspects of customer facing applications and software life cycle for the SSSF and its programs including development, implementation, support and retirement
- Working with diverse groups including SSSF/SCTP/SASP management, customers, partners, contractors and other stakeholders to accurately assess current and future information technology needs required to increase membership, event participation and overall support of the SSSF and its programs
- Prioritizing information technology needs and developing detailed IT project proposals and product roadmaps for program and foundation management
- Creating timelines, developing budgets and identifying resources required for successful project completion of both short and long-term IT projects
- Providing point solutions and integrations as needed to satisfy business needs
- Documenting projects and communicating regular progress with all stakeholders
- Creating comprehensive testing and implementation plans
- Working with IT support staff to develop both internal and customer training materials

- Planning and executing both internal and end-user training
- Interacting with management, staff, membership, contractors and others to execute job duties
- Constantly monitoring and evaluating technology trends and developments

Desired Qualifications and Experience

- 5+ years' experience in a similar IT project management or product management role
- 4-year degree in Information technology, IT project management, business management, computer science or related field.
- Project Management Professional (PMP) certification a plus
- Experience in managing diverse projects using iterative development processes rather than waterfall methodologies.
- Familiarity with current programming languages, database tools and hosting services
- Familiarity and experience with organized youth shooting sports programs, preferably the Scholastic Clay Target Program and/or the Scholastic Action Shooting Program
- Demonstrated ability to be productive in a remote work environment, self-manage and meet deadlines
- Proven ability to successfully manage both small and large projects involving multiple and diverse partners and stakeholders
- Proven ability to successfully manage project budgets
- Demonstrated ability to work collaboratively with both technical and non-technical people and bridge the communication gap between both.
- Experience communicating well in a variety of settings including in person, web and conference calls
- Excellent organizational skills
- Proven ability to manage multiple projects simultaneously, multi-task and prioritize in order to meet deadlines
- Ability to travel up to 10% including overnight and weekends

Compensation and Benefits

Starting salary range for this position will be between \$65,500 and \$74,000 commensurate with prior experience and qualifications. The Scholastic Shooting Sports Foundation offers health, dental and vision insurance plans, 401k, paid vacation, paid holidays and a flexible home office work location.

To Apply

Send resume, cover letter, 3 references to Ben Berka via email at bberka@sssfonline.com. Applications will be accepted until the position is filled.