



Technology Project Manager

Project Overview

The Cradle to Cradle Products Innovation Institute (C2CPII) has an immediate need for a technology project manager to lead the development of a cloud-based platform and database. This is a part-time, contracted position that is expected to last 18 - 24 months.

Background

Industry groups, nonprofits, governments and big brands are prioritizing the identification and elimination of chemicals of concern from everyday products. A rigorous, scientific process has been developed and put into practice over the last 15-years through the Cradle to Cradle Certified Products Program to classify the human and environmental impacts of chemicals. This project aims to solve an immediate business imperative by capturing this information in a single portal to allow for quality control and efficient exchange of information.

The project also aims to have an impact on the future of chemical profile information availability, quality, and flow. This work will serve as a platform to move industry toward a place where all chemicals can be assessed for human and environmental impacts before being used in a product; where chemical assessments, once conducted, would be widely available and cost effective; where fully assessed chemicals with benign hazard profiles would be featured, creating a list of positive chemicals from which manufacturers and product designers can select during the design phase rather than trying to remove harmful substances from a product or process already on the market after problems have been identified.

To achieve the broader goal, this project will integrate with other NGO partners to allow contribution to the Data Commons - a platform for the global exchange of chemical hazard information.



Responsibilities

We are seeking a contractor to lead this effort. Responsibilities will include:

- Manage the development of a chemical hazard profile database including initiation, planning, user interface design, execution, monitoring, control and closure.
- Lead the technology platform evaluation, spec development and alignment with project needs.
- Determine users' needs and desires and conduct or obtain the research needed to obtain market information.
- Work collaboratively with the C2CPH certification team, users and potential users, NGO partners, and funders to determine technical direction and approach to system design and implementation, including the technical deliverable and supporting systems and processes.
- Create, manage and track project vehicles, including, but not limited to:
 - Project schedules
 - Detailed project plans
 - Project scope statements
 - Cost estimates
 - Resource plans
 - Risk and issues logs
 - Status reports
- Select and contract with the appropriate technical development partner(s).
- Manage the day-to-day activities of project and staff; communicate with project teams as necessary to ensure project deliverables are on schedule and within cost parameters.
- Communicate and collaborate with internal and external customers as needed in regards to project deliverables including managing expectations, presenting and interfacing with sponsors.
- Make decisions and communicate trade-offs and risks; drive key decisions across projects.
- Provide input into strategic planning and asset creation processes.

Success

The success of this project will be defined by:

- Your ability to speak the lingo of multiple stakeholders and understand underlying technology and technical concepts. You will be working with engineers, toxicologists and chemists, NGO's and foundation funders.



- An elegant and enduring design that seamlessly meets the needs of users while easily integrating with other systems.
- Recognizing that the IT tool is only one part of solving the problem and designing the systems and processes to support the tool.
- On-time and on-budget delivery.
- Ability to thrive in a fast-moving environment, wearing multiple hats in order to get things done.
- Exceptional communications skills, written as well as oral, are an absolute must.

Qualifications

Desired qualifications include:

- B.S. or B.A. degree in Business Administration, Management, Project Management, Computer Science, Engineering or related field.
- Five years of experience in a technology environment, including 2-3 years of practical professional experience in project management.
- Fundamental understanding of web-based systems programming and development.
- Experience in working with technology partners to define, document, and deliver technical solutions.
- Experience in leading/ performing assessments of technology-related risks and weaknesses (e.g. manual processes) and help prioritize efforts
- Experience in managing technology projects with development cycles; familiarity with scoping priorities and development roadmaps, processes for development for builds and testing.
- Demonstrated experience in leading cross-functional project teams.
- Ability to adjust and set priorities to meet deadlines.
- Ability to effectively manage staff.
- Strong written and verbal communication skills, including presentation skills.
- Strong persuasion and negotiation skills, including conflict resolution skills.
- Ability to work effectively in a professional manner with technology staff, business stakeholders, end users, management and others outside the organization.
- Ability to work independently.
- Self-motivated with ability to drive projects.
- Experience estimating project costs.

Next Steps

If you feel that you would be a good fit for this position. Please send a cover letter describing your interest and fit for the project, a resume, and links to past projects to Stacy Glass at stacy@c2ccertified.org.