



Request for Qualifications Strategic Plan Project Manager

History

Between 2019 – 2021 the chiropractic profession came together to create the Chiropractic Future Strategic Plan. Over the course of those two years, over 4,000 stakeholders from the profession provided input and guidance on developing the plan. This is a strategic plan built by the profession for the profession.

In July 2021, implementation of the Strategic Plan began. A Leadership Committee along with several strategic Workgroups were formed. In all, nearly 100 volunteers have dedicated their time and resources to making sure the plan continues to move forward.

After nearly a year of fundraising and implementation, the project is positioned to hire a project manager to oversee and manage the implementation of the plan.

Position Overview

We are seeking an experienced Project Manager with a background utilizing the Entrepreneurial Operating System (EOS) model. The PM will provide guidance in coordinating the work of numerous volunteer-led committees and will work closely with the Programs Administrator, Executive Director, and each chairperson of the volunteer groups.

This is a full-time and remote contract position. Project Manager must provide their own workspace and communication tools. The contract will be for 1 year with an option to renew. Some travel maybe required and will be upon agreement.

Scope of Work

The Project Manager will oversee the strategic plan project, provide volunteers with guidance, and work with admin support on day-to-day needs. The following work will be required:

- Assist with managing project budgets, timelines, and resources
- Regularly report on project progress
- Provide direction on meeting coordination and attend all project meetings
- Work with committee or workgroup chairs to develop key performance indicators (KPIs) to evaluate project performance
- Assist workgroups with creating 90-day action items and 2-4 year supporting goals

- Monitor challenges, facilitate resolution, and implement changes as necessary to keep the project on track
- Manage communication and tracking platforms (i.e., Asana) and assist committees with communication needs
- Communicate with staff and Executive Director on day-to-day project needs
- Coordinate and maintain positive relationships with stakeholders and third-party vendors for the flawless execution of projects
- Ensure that all projects are delivered on time, within scope, and within budget, based on financial analysis
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Manage changes to the project scope, project schedule, and project costs
- Measure project performance using appropriate tools and techniques
- Report and escalate issues or decisions to management as needed
- Develop spreadsheets, diagrams, and process maps as needed
- Perform other related duties as assigned

Qualifications

- Bachelor's Degree
- 2 Years EOS Project Management
- 5 years of experience working with volunteer leadership

Skills

- Excellent written and verbal client-facing and internal communication skills
- Solid organizational and time management skills
- Strong attention to detail and multitasking abilities
- Strong working knowledge of Microsoft Office
- High-level of comfort working with a variety of technology tools and the ability to adapt quickly to new platforms (i.e., Tech Savvy)
- Ability to work independently and be highly collaborative
- Possess high-level problem-solving abilities
- Ability to analyze and synthesize complex data while also seeing the big picture
- Persistence and consistency in engagement with volunteers, committees, and leadership team
- Willingness to “roll up sleeves” and take on operational and administrative tasks in support of the project goals

Added Value

- Nonprofit experience

Submissions

Interested parties should be prepared to submit the following for consideration:

- Letter of interest outlining why you are there right person for this position, any unique qualifications, and fee estimate
- Resume/CV
- List of projects managed (may be included in Resume/CV)
- Three professional references

Submit your online application at: <http://forms.chirocongress.org/view.php?id=90554>

Questions about this Request for Qualifications can be submitted to info@chiropracticfuture.org.

Support Information

[Chiropractic Future Website](#)

[Strategic Plan](#)

[Project Updates](#)