



PROJECT MANAGER

OVERVIEW OF OPPORTUNITY

The Project Manager contributes to company growth by working with executive staff and various departments within Clutch to manage our business-critical process improvements. The ideal candidate will have experience working in business process improvement as well as facilitation of cross-functional organizational change management. They will be expected to prepare and present progress updates to appropriate management channels on a regular basis, ensuring the innovation we seek is being achieved.

WHAT YOU'LL DO

- Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation
- Lead projects through project lifecycle, including identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation
- Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments
- Analyze project progress and coordinate to adapt scope, timelines, and costs to ensure that project team adheres to project requirements
- Establish and maintain relationships with appropriate stakeholders, providing day-to-day contact on project status and changes
- Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, assessing, and managing risk within each project
- Develop and maintain partnerships with outside resources—including third-party vendors
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans

THIS JOB MIGHT BE FOR YOU IF

- 3+ years project management experience
- 1+ year of organizational change management experience
- Facilitation of RACI workshops and drafting business processes
- Hands-on experience with driving business outcomes
- Proven success working with all levels of management
- Strong written and verbal communication skills
- Strong presentation skills (in person & using Zoom, Teams or WebEx)
- Strong attention to deadlines and budgetary guidelines

WE GET EXTRA EXCITED ABOUT

- Professional certification:
- PMP or ability to obtain within 1 year of hire
- Six Sigma Yellow Belt or ability to obtain within 1 year of hire



PROJECT MANAGER

WHY US

- Humans First!
- Good people doing good work!
- Remote work option
- Meaningful work in a positive culture
- 401K option
- Health, Dental, and Vision coverage available
- Generous time-off policies
- Fun team building activities
- Growth and development opportunities
- Work-life balance

HOURS AND LOCATION

- Remote but must be local to Greater Sacramento
- Monday-Friday

WHO WE ARE

Clutch is an award-winning, certified micro and women-owned business that works to match organizations with resources they dream about. Clutch elevates their employees by building on their strengths and promoting work-life balance. Our team of professionals support one another to continuously become the best versions of themselves; truly living out the Clutch core values of drive, optimism, and connection.