

VISUALIZING**IMPACT**

DIGITAL PROJECT MANAGER

JOB DESCRIPTION & TERMS OF REFERENCE

Visualizing Impact (VI) is a laboratory for innovation at the intersection of data science, technology, and design. VI creates impactful tools highlighting critical social issues around the world. The interdisciplinary VI team is based in Beirut with additional bases in Amman, Toronto and Dubai.

Job title

Digital Project Manager

This job is relevant to applicants with creative direction experience in digital projects and with project management experience in tech and creative fields.

Job description

This role is for creative professionals with a proven record of leading large and complex projects with a key tech component from planning to implementation. The Digital Project Manager is responsible for VI projects from A-Z, including coordinating project resources and handling liaison with the client.

Job level and position scope

This is a senior level position, ideal for a motivated person with creative and strategic vision, who can take initiative and lead a team of researchers, storytellers, designers, developers, and communications people to work closely to realize a project. The role covers the following areas: driving tech innovation, taking ownership, managing teams, creating project plans, documenting the creative process, identifying human resources, evaluating project outcomes, budget management and allocation and following up on project impact. The role also includes working closely with the development team towards securing funding through the various project relevant revenue streams.

The Digital Project Manager leads the team and helps negotiate the multiple relationships within projects—whether with clients, team members, company principals, or any variety of partners and stakeholders (including freelancers, contractors, civic committees)—and functions as the hub of a project.

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The job is a full time position based on a three-month trial period, after which a long-term contract is discussed.

Responsibilities

- Drive Tech innovation

Push the limits of the tech team and integrate other aspect of the project to enhance the tech output.

- Take ownership

Be accountable for the success or failure of projects under her/his leadership.

- Manage teams

Manage VI teams, including in-house, freelance, volunteer, and intern researchers, storytellers, designers, and data scientists; also, promote team synergy and negotiate conflicts.

- Budget planning and sourcing

Assess project budget with finance manager, help identify and manage source of funding, match budget with resources.

- Create project plans

Define project deliverables and deadlines; identify skills and resources needed for project completion.

- Document the creative process

Help build and document VI's iterative creative culture; carefully document each iteration of a project to thoroughly capture the process underlying concept development and evolution.

- Define HR objectives

Identify missing skills within the team and work with HR specialists to define new roles, recruit, and evaluate talent.

- Take initiative

Proactively identify and solve problems that stall projects or interfere with team productivity.

- Negotiate Creative Tension

Personality management is a huge part of any creative director or project manager's job – this includes promoting team synergy, assembling teams that work well together, identifying and capitalizing on strengths of individual team members, and managing creative tension.

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- Evaluate project outcomes

Carry out project process until after project completion to monitor the realization of planned project outcomes.

- Follow-up on project Impact

Assess project outcomes and influence to determine impact and create feedback loop.

- Build on the VI overall objectives

Work closely with the Directors and managers to achieve the VI objectives through the project lead by the DPM.

Key functional and relational responsibilities

This job may require travel to locations such as Amman, Dubai, and Cairo. The candidate is expected to have a minimum of five years of relevant experience.

Required

- Savviness in technological tools to an extent that makes it possible to direct a tech team and push the boundaries of the tech aspect of any project beyond familiar solutions.
- Comfort with creative tension, and ability to channel it toward realizing the project vision.
- Substantial experience in creative direction or project management within creative teams.
- Proven ability to take a large, multifaceted project from A-Z with an interdisciplinary team.
- Firm technical understanding of creative fields (such as graphic design, animation, architecture, advertising, etc.), in order to effectively provide constructive criticism and feedback to other creatives on the team and evaluate project success or failure.
- Proactive problem solver, who is organized, hardworking, and efficient.
- Excellent interpersonal skills to facilitate team symmetry and coordinate with team members working remotely.
- An above average awareness of and interest in diverse topics such as economy, healthcare, the Arab region, education, etc.
- Ease of travel to countries within the Middle East is a plus. Ability to travel to Palestine is favored but not required.
- Keenness to work with a team on developing a culture of learning and collaboration.

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Job location

This job requires you to be based in the VI office in Beirut or Amman.

Equipment

We are a team of self-sustaining individuals who use their personal computers. Printer, Scanner and stationary are available at the office.

Salary range

Remuneration will be disclosed upon application with consideration to the candidates' level of experience.

This document is a job description and holds the key points of Visualizing Impact's agreement with the Digital Project Manager. It is not a contract.

HOW TO APPLY

Submission

Applications will be accepted online on a rolling basis at visualizingimpact.org/jobs

Applications not including all three items below will not be considered.

1. CV
2. Cover Letter
 - Address your cover letter to 'VI HR team';
 - In your cover letter, tell us how you will add value to our team;
 - Cover letters that appear 'generic' (i.e. not informed by your knowledge of our work) will detract from your overall application.
3. Your Responses to the online questionnaires