



PANORAMA

Senior Project Manager

Panorama is an action tank dedicated to solving the world's most intractable problems. Based in Seattle, our team is committed to catalytic and collaborative partnerships, and inspired by a lifelong commitment to service, leadership, and impact.

At Panorama, our partners are at the center of our work and we tailor our approach to meet their unique needs. Our team works on strategy development, communications and advocacy, resource mobilization, organizational design, and fiscal sponsorship with topical projects in, but not limited to, outbreak preparedness, vaccines, gender equity, and the climate crisis.

Position Summary

Our dynamic, growing organization seeks a Senior Project Manager to join the Scalable Solutions Team. This team works to empower change agents, entrepreneurs, and funders looking to accelerate social impact by serving as fiscal sponsor and manager of multi-donor projects. Read more about the Scalable Solutions team [here](#).

The Senior Project Manager will be involved in projects across multiple issue areas, including human rights and gender equity. They will be the primary touchpoint for a portfolio of externally led projects and will work closely with internal partners to support these projects. A successful candidate will be comfortable working in a fast-paced environment and be skilled in developing strong, trusting relationships with a range of external partners. They will be a strategic thinker, a strong collaborator, and a master doer.

Are you a bridge-builder, excel at problem solving and strive for top quality service in partnerships and relationship building? If so, this role will enable you to dive deep into the human rights and gender equity sectors, empowering you to apply your skills and use your influence on a global scale.

Essential Duties & Responsibilities

- Serve as a relationship manager for a portfolio of philanthropic projects
- Manage proposal development, grant/contract management as well as financial and legal compliance for sponsored projects
- Develop and maintain work plans, roadmaps, and other project management tools to support project teams and ensure quality outcomes
- Support multiple projects at one time and ensure high quality communication and outcomes for stakeholders
- Contribute to business development efforts by identifying opportunities to build awareness and identifying new service offering opportunities based on partner and project needs

Knowledge, Skills, and Abilities

- Detail-oriented with strong analytical, writing, and verbal skills for communicating and collaborating with broad and diverse stakeholders

- Demonstrated ability to synthesize large quantities of input and make strategic recommendations
- Proven ability to lead and collaborate in a constructive manner and to build and sustain cross-functional relationships
- Comfortable operating in a fast-paced environment, often with ambiguity, and managing multiple stakeholders while ensuring high quality deliverables and strong relationships
- Proactive with ability to accomplish work efficiently and with initiative
- Experience balancing competing priorities and identifying when to escalate an issue
- Skilled in partnership, transparent communication, cultural awareness, and team oriented
- Interest in continuous learning both in personal and professional growth with a commitment to diversity, equity, and inclusion

Desired Qualifications

- Bachelor's degree with at least three years of related experience
- Experience working in philanthropy, at a non-profit and/or on social impact issues
- Experience in relationship building and management
- Experience with proposal development, grant management, and budget review
- Comfortable working in an environment with shifting priorities and competing deadlines
- Working knowledge of Microsoft Office products required
- Fluency in written and spoken English required; other language proficiencies welcomed

This position is open to being fully remote on a permanent basis.

Benefits

The salary range for this position is \$62,000 to \$80,000 depending on experience

Panorama offers a competitive salary and a generous benefits package, including 100% employer-paid medical, dental, and vision insurance, paid time off and sick leave, 401(k) with employer contribution, as well as flexible spending accounts for health, dependent care, and transit, and a commitment to professional development and growth.

How to Apply

Interested candidates should submit a resume and cover letter [here](#).

Applications received by 5:00pm PT on November 30, 2020 will receive priority review.

In observance of Washington State's "Stay Home, Stay Healthy" proclamation, Panorama is currently observing a remote work policy. As the status of the COVID-19 pandemic develops, we will be evaluating when and to what extent we can return to work in our physical office space in Belltown but will follow all applicable public health guidance while prioritizing personal health, comfort, and safety. It is anticipated that the person filling the Systems & Process Administrator role will begin while Panorama is still maintaining a remote work policy but will eventually be co-located in Panorama's offices when it is safe to do so.

About Panorama

Established in 2017, Panorama is a diverse team of aspirational thinkers with the know-how to get things done in a fast-paced and flexible environment. We work closely with partners to identify their needs and co-develop practical and results-oriented strategies. Approaching our work with an

entrepreneurial spirit, we initiate our own projects when we are uniquely positioned to fill a gap. We are a growing organization that is committed to creating a culture of fun, inclusivity, and openness, always celebrating individual and project milestones.

Our Values

The values we share in our work and in our lives also inspire our name and logo.



Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.