Project Manager / Scrum Master

Innovate Memphis is seeking an experienced Project Manager to lead a collaborative effort among multiple partner agencies to develop a community data infrastructure. Ideal candidates will demonstrate experience with Agile development and/or Scrum Master experience.

Project Manager Responsibilities:
- Monitors the processes and meetings, increasing the team productivity and ensuring quality and timeliness.
- Guides the team to remove impediments, by finding the right personnel to remove the impediment.
- Provides assistance with internal and external communication, improving transparency, and facilitating information sharing.
- Supports and educates the work group and stakeholders on progress toward milestones, goals, and outcomes.
- Organizes and leads workflow and throughput.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area

Applications that can also demonstrate ability to execute on the following items will be favorably considered:
- Serves as Scrum Master for the collaborative effort.
- Ensures that the Scrum Team understands the goals, as outlined in the Mission and Commitment statements below:
    - **Mission |** Connect with a broad range of public and private, systemic, institutional, and community-based partners to facilitate a process to gather and share accurate, meaningful, and inclusive quantitative and qualitative data. The co-conveners will create data governance and stewardship protocols, formal decision-making processes, and engage in cross-sector data sharing to ensure the community-wide plan addresses the issues that most impact our community.
    - **Commitment |** We will maintain equitable feedback loops during the design process between all working groups and the community to understand how decisions are made to reach this effort's goals. We are committed to being inclusive in the data-sharing design process to maintain a throughline of trust.
- Helps the Scrum Team understand Scrum theory, practices, rules and values, practice agility, and understand and enact Scrum development.

- Ensuring the Scrum artifacts (Product Backlog, Sprint Backlog and Product Increment) are transparent, or at least increasing in transparency; this work usually involves learning, convincing, and change. Transparency doesn't occur overnight, but is a path.

Primary Qualifications:
- Certified Scrum Master (CSM) certification strongly preferred, PMP, PgMP, CAPM certifications accepted.
- Minimum 5 years of experience in Scrum Master roles that applied agile development and deployment processes.
- Demonstrated ability to lead multiple teams in a large implementation effort.
- Demonstrated technical management and supervisory experience.
- Minimum 3 years of IT experience preferred.
- Excellent interpersonal and customer service skills.
- Demonstrated time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

Physical Requirements:
1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Reasonable accommodations may be made to enable individuals with differing abilities to perform the functions. The noise level in the work environment is usually moderate.

Additional Details:
This position is contractual, and grant funded for 12 months. Compensation: $65,000, plus medical, dental, vision.

Application Details:
Please submit a cover letter and resume. If you have samples of work you are welcome, but not required, to submit up to two samples.

Subject Line: Project Manager
Email: info@innovatememphis.com

Innovate Memphis uses a proven innovation process to develop and deliver new solutions to some of Memphis's most pressing challenges. Innovate Memphis has developed, tested and launched innovations to improve City service delivery and quality of life for all Memphians. Priority areas include neighborhood economic vitality, public space, transportation and mobility, community data and emergency medical services.