

Project Management Team Leader (Strategic Operations & Advancement Chief)

Salary Range: \$80,000.00 - \$83,834.13

Job Summary:

This position is responsible for managing projects and overseeing curriculum, accreditation, public relations, marketing, and strategic operations, planning, and advancement. Key duties include project planning, team oversight, resource allocation, and developing project deliverables. The role involves frequent interaction with internal leadership, staff, and external stakeholders. Exposure to various training environments typical of a specialized training institution, such as classrooms, training grounds, and practical training areas, is expected. The position may also involve occasional travel, attendance at stakeholder meetings, and extended hours to meet project deadlines.

Minimum Qualifications:

Education and Experience:

- Bachelor's Degree from an accredited four-year college or university.
- 10+ years of related experience and 2-4 years in a leadership role.
- Minimum 3-5 years successfully managing multiple projects simultaneously.
- Experience in a specialized training institution or equivalent environment is preferred.

Key Responsibilities:

Project Management:

- **Project Planning:** Develop comprehensive project plans outlining scope, objectives, deliverables, timelines, and resource requirements.
- **Team Management:** Oversee the project team, ensuring tasks are completed on time and within budget.
- **Resource Allocation:** Identify and allocate necessary resources, including personnel, equipment, and materials.
- **Project Development:** Ensure project deliverables meet quality standards and project goals.
- **Outcome Measurement:** Establish and assess metrics for project outcomes.
- **Stakeholder Interaction:** Maintain regular communication with internal leadership, instructors, and other stakeholders to ensure project alignment with goals.
- **Issue Resolution:** Identify and resolve project issues and conflicts.
- **Reporting:** Provide regular updates on project status, risks, and issues to senior management and stakeholders.

Strategic Operations, Planning, and Advancement:

- **Organizational Alignment:** Ensure that projects and initiatives align with the academy's strategic goals and facilitate adjustments as needed.

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- **Decision-Making:** Bring stakeholders together to drive decision-making processes and support organizational needs.
- **Operational Efficiency:** Develop and maintain operational guides, monitor processes for inefficiencies, and report on organizational efficiency.
- **Process Improvement:** Review and analyze processes to identify areas for improvement and implement necessary changes.
- **Communication Enhancement:** Improve and maintain clear and consistent communication across the organization.
- **Staff Unity:** Foster a unified staff with an aligned sense of purpose and promote collaboration across departments.
- **Cross-Functional Projects:** Oversee and manage cross-functional projects to ensure comprehensive organizational integration.
- **Feedback Facilitation:** Enable and facilitate cross-channel feedback from staff to department heads and administration.
- **Goal Setting and Achievement:** Collaborate with department heads and administration to set and achieve departmental and organization-wide goals.
- **Standards Compliance:** Ensure all activities comply with local, federal, industry, and organizational standards.

Curriculum and Accreditation Oversight:

- **Curriculum Development:** Manage projects related to curriculum creation and revision to meet industry standards and training needs. The Instructor Supervisor will lead curriculum efforts and act as the primary point of contact in the absence of the Project Management Team Lead (Strategic Operations & Advancement Chief).
- **Testing and Evaluation:** Implement and manage projects focused on evaluating the effectiveness of training programs.
- **Accreditation Management:** Oversee projects to ensure compliance with national standards and accreditation bodies, including coordinating site visits from third-party entities.
- **Instructional Standards:** Serve as an advisor on instructional techniques and standards, ensuring the use of current methods.
- **Program Delivery:** Assist in determining the number of courses for hybrid, in-residence, and virtual formats, including outreach facilitation of National Fire Academy courses.

Marketing and Public Relations:

- **PR and Branding:** Lead projects to establish and manage a Marketing/PR department responsible for branding, public relations, and instructional needs. Oversee the creation and implementation of marketing strategies, including social media campaigns, digital content, and traditional media outreach.
- **Social Media Management:** Oversee the organization's social media presence, ensuring consistent and engaging communication with the public. Work with subject matter experts to develop content that aligns with organizational goals and enhances public perception.

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- **Brand Alignment:** Ensure all marketing and PR activities, policies, practices, and programs align with the organization's culture and mission.
- **Multimedia Production:** Oversee functions related to multimedia production, including the creation and management of videos for academy marketing, course deliveries, graduations, and recruitment efforts.

Key Competencies:

- Leadership
- Strategic Thinking
- Adaptability
- Collaboration
- Risk Management

Work Environment:

This position primarily involves working in an office setting, with exposure to various training environments typical of a specialized training institution, such as classrooms, training grounds, and practical training areas. The role may involve occasional travel, attendance at stakeholder meetings, and extended hours to meet project deadlines.

Supervision and Oversight:

The Project Management Team Lead (Strategic Operations & Advancement Chief) will supervise and oversee all personnel involved in curriculum, public relations, and marketing functions. All functional personnel will report to the Project Management Team Lead to ensure alignment with organizational objectives and efficient project execution. This includes direct oversight of the Curriculum and Accreditation Instructor Supervisor, who will lead curriculum efforts and act as the primary point of contact in the absence of the Project Management Team Lead.