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## Project Manager

### Position Overview

The Project Manager is responsible for planning, executing, and closing projects, ensuring they meet the desired outcomes within scope, schedule, and budget. The Project Manager will collaborate closely with the Director of PMO, project teams, and stakeholders to deliver successful project outcomes.

The Project Manager actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the *"Best Place to Work"* through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).

The Project Manager is a member of the Project Management Office and reports to the Director of PMO. Work can be done either in-person in our Middleton, WI office, fully remote, or hybrid.

### Essential Functions

#### Project Planning and Execution

- Develop detailed project plans, including scope, objectives, schedule, and resource allocation.
- Coordinate internal resources and any third parties/vendors for the high-quality execution of projects.
- Ensure that projects are delivered on time, within scope, and within budget.
- Develop comprehensive project documentation, including project charters, status reports, and project closeout reports.
- Develop, implement, and maintain standard project resources and templates that can be utilized across projects for consistency.
- Demonstrate adherence to the project management standards set by the PMO.
- Foster clear communication and coordination with people managers to ensure alignment of time and prioritization needs of internal people resources.

#### Risk and Issue Management

- Identify, assess, and manage project risks and issues, implementing mitigation strategies as necessary.
- Monitor project progress and adjust as needed to ensure successful project delivery.

#### Stakeholder Management

- Communicate effectively with project stakeholders, including team members, senior management, and external partners.
- Manage relationships with clients and stakeholders, ensuring their needs and expectations are met.
- Facilitate project meetings, including kick-off meetings, status updates, and

### Hiring organization

Evergreen Healthcare Partners

### Job Location

6720 Frank Lloyd Wright Ave, Suite  
200, 53562, Middleton, WI, USA  
Remote work possible

post-project reviews.

### **Team Leadership and Collaboration**

- Lead and motivate project teams, fostering a collaborative and productive work environment.
- Provide mentorship and support to team members, promoting their professional development.
- Collaborate with other project managers to ensure alignment across projects, goals, and resources.
- Contribute to the continuous improvement of project management processes, tools, and best practices.
- Compile and communicate lessons learned and best practices from previous projects to improve future project delivery.
- Be an active participant in the Project Management Office as Evergreen grows and evolves.

### **General**

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen and with external partners.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in or lead cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Serve as subject matter expert for your team and role.
- Support colleagues and Evergreen's growth by participating in hiring, onboarding, ongoing training, and other duties as assigned.
- Participate in the development, documentation, and improvement of processes, procedures, and policies, in alignment with Evergreen's mission and values.
- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen's in-person annual retreat one time per year.

### **Qualifications**

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- PMP or other relevant project management certifications.
- 1+ years' experience in project management, preferably within the healthcare IT industry.
- Strong knowledge and experience using Microsoft 365 products: Word, Excel, PowerPoint, Visio, Teams, and Outlook.
- Experience working in consulting or professional services environment.
- Ability to manage multiple projects simultaneously and work effectively under constraints.
- Excellent communication skills and interpersonal skills with the ability to manage sensitive and confidential information with professionalism and diplomacy.
- Ability to establish and maintain effective working relationships with diverse groups of team members, managers, and vendors.
- Demonstrated commitment to put forth consistent effort and successfully

complete assigned tasks in a timely manner without sacrificing quality.

- High attention to detail, including strong time management, analytic, organization and active listening skills.
- Ability to contribute to a positive working environment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Salary Range**

\$ 80,000 - \$ 120,000, depending on experience, in addition to a comprehensive benefits package.

### **Work Hours + Travel Requirements**

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

### **Physical Demands**

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

### **Work Authorization Requirements**

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.