

Position Description: Project Manager @ SDK

We're driven by purpose. Trust in the public sector is fractured. People are navigating splintered channels, changing communities and new technologies. The public sector is tasked with helping communities recover from a once in generations pandemic; creating equitable programs and systems that embed fairness and justice first; and imagining a future of public information and engagement for the post-truth era.

SDK's aim is audaciously earnest. We're helping to restore trust in the public sector by providing communications and engagement services make complex policy accessible and invites feedback in accessible, empowering ways. We leverage our unique strategy processes to ensure feedback shapes what's next and contributes to earning public trust.

We're breaking the mold. SDK is a new generation of consulting firm that shapes the direction of policies, projects and systems. We do this by building public voices and transparency into the work from day one.

Our processes marry best practices of design thinking and change strategy with tried-and-true communications and public engagement know-how. Our products are deceptively simple – meeting designs; engagement processes; bold visuals; interactive websites and more. Yet the results frames and strategies that fundamentally change how clients and people see issues.

SDK clients include a compelling mix of topics, high-profile projects and innovative agencies, foundations, cross-sector initiatives and more. When stakes are high and the future is uncertain, clients turn to SDK.

Are you the consultant we're looking for?

SDK is hiring a project manager to play a critical role in our growing team. The person who will excel in this role earns trust and respect with people of all backgrounds, identities and experiences. You might be a great fit if:

- You are a person of impeccable integrity who earns trust and cares for relationships.
- You are enthusiastic about big-picture missions, and make your best contributions sweating the tiniest details to help the team.
- You're never afraid to do the hard work needed to create great results – and you've got your own set of accomplishments to prove it.
- You're at home (and skilled at) setting calendars and tracking weekly timelines -- and leading client team meeting to imagine the world five years from now.
- You write accessibly and clearly. You know great work is about the feelings we spark in others, not an exercise of ego.

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- You're a team player comfortable working with executives and front-line staff, engineers and social workers, and everyone between. You own your expertise and bring out the best in the talents of others.
- You understand that true solutions must be equitable and intersectional. Period.
- You're skilled managing diverse teams with equally diverse skills and expertise to hit milestones.

About the Role:

This position is critical in the day-to-day operations of SDK and its clients. You will serve as the prime intermediary between assigned clients and the SDK team for implementing all project components. This position reports to the Founder and CEO and has oversight of a diverse team of experts to implement projects.

Specifically, this person will work on the following tasks:

Project Execution Management (60%):

- Work with the company principal to translate client plans, engagement sequences and strategies into work plans with clear deadlines for all deliverables and interim steps
- Prepare and manage an implementation plan and calendar for all project components, communicating needs and deliverables across the team
- Collaborate with company principal to set team goals, and manage a team of individuals working remotely on executing the approved work plan
- Provide clear direction to the team with discrete deadlines and ongoing motivation
- Ensure quality control and adherence to SDK standards for data and timeline tracking, contract compliance, reporting and related standards

Writing (25%):

- Work with Founder/ Principal or Consultant to translate client objectives into compelling key messages and editorial content.
- Draft content to support client collateral development (website text, one-pagers, email, etc.)
- Serve as SDK editor, cultivating SDK brand voice and ensuring clear, consistent client voice in all materials

Operations + Administration (15%)

- Recommend system improvements, detail processes, and coach junior staff to ensure that SDK is always delivering impeccably
- Maintain all SOPs
- Maintain systems and protocols to ensure compliance with complex contract requirements

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- Manage SDK systems for project management, contact management, and related tracking

Must-Have Qualifications

- Strong organizational skills, managing multiple competing deadlines with attention to detail
- Minimum 5 years progressive project management or operations experience
- Proven track record of distilling complex information into accessible formats without compromising content
- Fast learner able to grasp and convey the high points of complex systems or policy without getting lost in the weeds
- Deep commitment to contributing toward public trust through transparent, accessible and equitable processes
- Excellent writing skills, from in-depth reports to tweets
- Excellent customer service and attention to relationship-building
- Thoughtful diplomacy to successfully manage strong, passionate opinions in constructive ways and discretion to respect client confidentiality
- Bachelor's degree in Sociology, political science, public policy, public health or other fields with attention to systems-thinking and the human condition.

Even Better If You Have:

- Knowledge of Minnesota state and local government structure and culture
- Master's degree in public policy, public health, social work (community-oriented) or similar field with attention to the human condition.
- Experience with Microsoft suite, customer relationship management technology, online facilitation tools, and project management software.

About SDK:

SDK is on a mission to restore trust in the public sector. We're intersectional, equitable, and always looking to the future. We apply our proven methods across countless topics – transportation's impact on communities; trust in public voting; correction system reform; voting rights in Indian Country; building prevention into the healthcare system; digital inclusion; reframing equity in aging and more.

Services are focused in three areas:

1. **Strategic Engagement + Research:** SDK helps clients engage across agencies and the public to understand a variety of needs and perspectives, place that input in a broader context, and support clients to ensure engagement processes inform solid decisions.

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2. **Training + Capacity Building:** SDK has developed interactive trainings and workshops that help clients to build effective relationships with broad and diverse communities; communicate effectively in the splintered media environment; manage high-stress situations like public meetings and testimony; and more.
3. **Complex Project Management:** SDK manages leadership teams, coalitions and task forces to set shared strategies. SDK also translates the input of public engagement processes, and sophisticated data analysis into tools the public understands. We leverage public insights to help clients and teams manage technical experts in new ways and create innovative approaches to delivering public services.

Want to Apply?

Great! We're excited to hear from you.

This position requires impeccable attention to detail. Please follow instructions exactly.

- Send an email to Hello@SDKcommunications.com
- Include three items: Resume, an amazing writing or project sample, and links to relevant social media (e.g. LinkedIn, blogs, Twitter)
- In the body of the email provide a brief (5 sentence) statement about why you're primed to excel in this role from day 1.