



Acclivus, Inc. is an intentional social network to serve vulnerable individuals, primarily those from communities who are disproportionately impacted by compounding barriers to health and success, by providing leveraging capital and coping capital to assist network members with personal and professional growth, and overcome common social challenges including but not limited to poverty, criminal backgrounds, or limited formal education.

In partnership with the Jane Addams Center for Social Policy and Research, the Acclivus organization aims to develop programs and advocate for social policy reforms that will decrease incarceration, enhance educational opportunities, employment, and self-employment opportunities for network participants.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Job Description

Position: Project Manager

Summary: The Project Manager will organize, manage, and plan complex projects for the organization's research, development, and product implementation efforts. At times, the Project Manager will support coordination across programs and initiatives with aligned missions and/or scope of work. The Project Manager reports to the Chief Operating Officer.

Duties and Responsibilities:

- Leads an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency. Outlines the tasks involved in the project and delegates accordingly.
- Develops, communicates, and manages internal and external deadlines. Schedules and facilitates team and interdepartmental meetings to advance project implementation objectives.
- 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 internal and external partners. Communicates and collaborates with relevant internal teams to provide training and information required to develop and implement new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Performs other related duties as assigned.

Qualifications:

- Applicants must have a bachelor's degree or higher and one year of relevant work experience OR at least four years of relevant work experience.
- Versatile communication skills, including public speaking and one-on-one interactions, have the

ability to lead teams and projects, work collaboratively, and have strong organizational skills.

- Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet deadlines. Ability to prioritize tasks and to delegate them when appropriate.
- Strong analytical and problem-solving skills. Strong supervisory and leadership skills.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software.
- Understanding of the role of service provision in addressing issues of community violence as well as familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County is desired.

Requirements:

- Computer proficiency is required, including familiarity with Microsoft Office applications.
- Valid driver's license, own or have regular access to a vehicle, and be willing to travel throughout Cook County on a regular basis.
- Flexibility and ability to work occasional evenings and weekends are essential.

Salary: Starting salary \$50,000 annually