Position Description: Project Manager, RealTime Talent

ABOUT REALTIME TALENT and HOW WE WORK

RealTime Talent's labor market research, analysis, talent pipeline management, and workforce consulting capabilities ensure a wide variety of decision makers use real-time data to identify solutions to our state's greatest workforce challenges. In our efforts to provide access to data, research support, and improved talent pipeline employer strategies, Real-Time Talent collaborates with numerous cross-sector partners such as:

- **Employer associations and chambers of commerce** who support employers in meeting their talent needs
- **Academic leaders** that choose which programs to start, sunset, scale up, or scale down to meet the needs of their students and the economy
- **Academic, nonprofit, and workforce career advisors** who guide students and job seekers in choosing educational investment options and securing employment
- **Government agencies, foundations, and policy makers** that monitor the job market and prepare for the state's future workforce needs

Our relevant and current labor market information, customized research, facilitation of Talent Pipeline Management ® (TPM) employer collaboratives, and human-centered facilitation and consulting, fosters accelerated solutions for the talent pipeline and encourages market-oriented data-informed decisions in recruitment, education, and training processes.
Our partners and stakeholders across Minnesota provide services to employers, jobseekers, planners and educators using the tools, solutions, research, and strategies we provide.
Together, we can build the best workforce and a prosperous economy for all.

POSITION OVERVIEW

RealTime Talent operates under the fiscal sponsorship of the Minneapolis Regional Chamber Development Foundation (MRCDF). Employees of the RealTime Talent organization are on payroll and receive benefits as provided to all employees of the Minneapolis Regional Chamber. The Project Manager for RealTime Talent will execute and manage a variety of non-research projects for the organization including, managing communications, marketing, relationships, strategic partnerships, talent pipeline projects, and ensuring all non-research project deliverables are on track or ahead of schedule. This position carries responsibility for establishing project plans, providing RealTime Talent board members and clients ongoing status reports, and coordinating with other members of the RealTime Talent team. Fundamental to this position's success is the ability to work collaboratively with various stakeholders across Minnesota's workforce ecosystem, maintain flexibility and agility between a variety of workforce and talent management projects as needed.

In addition, this position will assist with developing an enhanced project management process and expanded record keeping, which builds upon the RealTime Talent team's ability to efficiently determine project status and available capacity for all non-research related projects.

With organizational growth and increased demand for RealTime Talent's core services, full-time project management capacity is needed to continue delivering exceptional quality and exceed the expectations of our cross-sector partners.

ORGANIZATIONAL STRUCTURE

The RealTime Talent Project Manager is a new full-time position, joining a team of three, consisting of a Research Analyst, a Director of Strategic Research, and the Executive Director, to whom the Project Manager will directly report. This new position is the result of organization growth and need for fully dedicated project management capabilities and a need for a fully dedicated workforce development resource at Minnesota State. To date RealTime Talent and Minnesota State have shared a resource that was allocated to each organization on a part-time basis.

RESPONSIBILITIES

The Project Manager will have primary responsibility in the following areas, with other duties determined as the organization's Talent Pipeline Management ® portfolio, communication and marketing needs, and consulting capabilities expand.

- Create project management processes and practices that build upon current state
- Utilize project management techniques to ensure all milestones and deadlines are met, supporting consistent messaging to all project stakeholders
- Prepare meeting materials, schedule meetings, design interactive methods for engaging meeting participants (in-person or virtual), and proactively plan for Talent Pipeline Management collaborative meetings to ensure timely action against the six strategies of the TPM framework
- Analyze Talent Pipeline Management employer Human Resource processes, practices, policies for areas of improved alignment as employer collaborative participants work to determine common hiring requirements and engage with talent provider partners
- Co-facilitate cross-sector meetings as needed to support Talent Pipeline Management collaboratives and other RealTime Talent forums
- Develop presentations for various audiences such as current Talent Pipeline Management collaborative participants, prospective TPM participants, RealTime Talent board members, or other strategic partners and prospects
- Manage the RealTime Talent website, ensuring ongoing updates to keep content current and reflect available research reports, upcoming events, and major milestones for the RealTime Talent team.
- Establish improved methods of tracking and showcasing workforce related initiatives, such as reposting strategic partner events or leveraging social media to reach a broad audience of workforce stakeholders
- Leverage various software tools to design marketing or communication materials, presentations, videos, or showcase RealTime Talent research insights

EXPERIENCE PREFERRED

- Advanced experience using all Microsoft products, particularly Excel, Word, and PowerPoint
- Experience using Adobe Creative Suite products, particularly Photoshop and InDesign
- Experience utilizing virtual meeting software tools, leveraging advanced functionality to enable active engagement by all
- Experience working with project management tools and software, including proven ability to manage multiple complex projects at a given point in time
- Experience working with website design and maintenance using WordPress
- Experience working collaboratively across multiple sectors or industries
- Experience supporting human resource projects particularly those related to talent acquisition, talent management, or talent development
- Experience working with labor market information, economic development data, and workforce planning
- Experience leading and facilitating group processing of information and data
- Experience influencing individuals at all levels across a variety of organizations (public and private sector)
- Demonstrated experience working with large projects involving multiple stakeholders and competing priorities
- Experience working with relationship management software to maintain and manage existing and prospective cross-sector partnerships

PROFESSIONAL ATTRIBUTES/COMPETENCIES

- Problem solver, with excellent active listening skills
- Excellent command of written and verbal communication skills
- Strong meeting management and facilitations skills, with ability to adjust between in person and virtual modality
- Confident and able to lean into difference of opinion, effectively challenging the status quo
- Strong conceptual thinking abilities as we work to reframe the future of work for all
- Change leader, willing to continuously improve upon promising practices and maintain confidentiality as needed
- Effectively manages time and competing priorities
- Committed to accelerating equity in the world of work
- Actively embraces differences and seeks relationships in communities other than one's own
- Values and prioritizes professional efforts in support of RealTime Talent's mission
- Respect for others and ability to collaborate across traditional boundaries and diverse institutions
- Works effectively across all levels of an organization

EDUCATION
- Bachelor's degree required; advanced degree in Business, Human Resources, Public Administration, or related disciplines preferred
- Project Management Professional (PMP) Certification preferred