

We're looking for a  
**Project Manager**

### Company Overview

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Ship Creek Group (SCG) specializes in projects with clear end goals that require multiple competencies, including local campaigns, ballot initiatives, and marketing for nonprofits. We are a one-stop-shop, our work ranges from coordinating a candidate's schedule, to rebranding local nonprofits and small businesses, to shooting and producing professional TV commercials. Our team is built around the idea that a small group of folks with shared values and different skills can get stuff done more effectively by working together. We adhere to the simple premise that our work should push forward leaders, organizations, and ideas that raise the bar in our community.

<b>Position</b>	Project Manager
<b>Location</b>	Anchorage, AK (Position requires in-person and remote work)
<b>Job type</b>	Full-Time Exempt (Permanent role subject to the outcome of a bi-directional check in after 6 month period)
<b>Start date</b>	March 2024 (flexible)
<b>Salary range</b>	\$60,000-\$85,000 per year, commensurate with experience
<b>Reports to</b>	Kevin Groh, Senior Projects Director
<b>Benefits</b>	5 weeks PTO, paid holidays, health insurance, retirement plan, profit-sharing opportunities (to be determined)

*We believe that co-creating each position to fit the skills, experience and interest of the right candidate is key to successfully tackling some of the big challenges we aim to solve as a team. Please consider the below description as a guide to what we're looking for, but not a prescription. If you think you'd be a great addition, we want to hear from you! Salary will flex based on a candidate's experience.*



## Position summary

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We are looking for someone who is an energetic self-starter, organized, great at working and prioritizing between multiple projects, forecasting short- and long-term needs, with a long term commitment to Alaska's future. The Project Manager will take point on managing multiple campaigns and/or non-electoral projects. They will often serve as the Campaign Manager for important competitive State Legislative races in Alaska. Primary duties include client/candidate relationship management and developing and executing campaign and project plans. Projects may include municipal and legislative campaigns; statewide campaigns; marketing and paid communications campaigns; and research projects.

Depending on the project, they typically will not be responsible for content production but for managing the process of content development across SCG's Creative, Data, Digital, Compliance and Fundraising teams, providing input and vision as necessary. They will meet weekly with their team and clients/candidates to review progress, plan for the week ahead and set priorities, and provide reports as requested to funders and clients.

## Duties & areas of activity

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- Act is primary point of contact for certain clients, and coordinate SCG's internal team to execute client goals
- Build and execute campaign/project plans, working alongside clients and members of the team.
  - Develop a project plan, set goals and regularly ensure they are met
  - Maintain project dashboard tool and calendar
  - Develop messaging for project communications, including paid and earned media, social media, endorsements, events, etc. (as needed)
  - Manage the development and placement of creative assets such as mail and digital ads (note this will not include design or production of assets)
  - Recruit and build coalitions as needed
  - Take on tasks, big and small, as they arise for the success of projects
- Build templates and systems that can be deployed across projects
- Communicate effectively, give and receive feedback, adopt a learners mindset to develop new skills.



## Desired qualifications

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- We are looking for a candidate with at least four of these six criteria:
  - You are highly organized with strong attention to detail, are self-directed in your work and flexible when circumstances change
  - You have a successful track record managing multiple, concurrent projects
  - You have the ability to set and achieve day-to-day and big picture goals
  - You can adhere to established systems and structures, or enjoy creating them where they don't yet exist
  - You thrive in a virtual environment that requires some independent work
  - You have exceptional skills in working with a wide variety of people, consensus building, and relationship development
- Additional qualifications:
  - You're fluent in Google Workspace, particularly Sheets, Docs & Drive and have experience with project management software.
  - You thrive on campaign energy and are comfortable working long, irregular hours in a fast-paced environment under tight deadlines
  - You are connected to Alaska and have some familiarity with the Alaskan political landscape

## How to apply

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Please email a resume and cover letter to [admin@shipcreekgroup.com](mailto:admin@shipcreekgroup.com).

**Applications without a cover letter will not be considered.**

