



## SENIOR PROJECT MANAGER JOB DESCRIPTION

<b>Department</b>	Operations	<b>Reports To:</b>	CAO
<b>Location</b>	Wasilla, AK	<b>Travel</b>	Less than 25%
<b>FLSA Classification</b>	Exempt	<b>Supervisory:</b>	No
<b>Salary Grade</b>	5	<b>Salary Range</b>	TBD
<b>Effective Date</b>	04/15/2026	<b>Last Review Date</b>	04/15/2026

### Position Summary

The Senior Project Manager (SPM) serves as the central coordinator for MSHF's Strategic Initiative work, responsible for driving structured execution across all workstreams from planning through delivery. Reporting directly to the Chief Administrative Officer (CAO), the SPM ensures initiatives remain on track, risks are addressed proactively, and senior leadership — including the CEO — maintains clear, timely visibility into progress and decisions.

### Essential Duties and Responsibilities

- Oversees all phases of the project lifecycle including planning, scope definition, design, execution, and delivery maintaining a centralized master project plan that tracks tasks, owners, due dates, and completion status across all workstreams.
- Monitors progress against established milestones and key performance indicators; proactively identifies risks, blockers, and delays, escalating to appropriate leadership with recommended mitigations.
- Prepares and delivers regular progress updates and status reports to the CAO and CEO, ensuring leadership maintains clear, consistent visibility into initiative health.
- Coordinates all Strategic initiative meetings including leadership sessions, working group check-ins, and cross-functional convenings developing and distributing agendas in advance and capturing action items and decisions in real time.
- Follows up on all assigned action items to ensure workstreams remain on track, resolving blockers promptly and maintaining a centralized initiative tracker accessible to all stakeholders and leadership.
- Serves as the single point of coordination for Strategic level initiatives, connecting and sequencing all workstreams and supporting change management and stakeholder communication efforts related to key milestones and decision
- **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.

## **Education & Experience**

### **Education**

- Bachelor's degree in Business Administration, Public Administration, Public Health, Organizational Management, or an equivalent combination of education and relevant experience.
- PMP (Project Management Professional) or CAPM (Certified Associate in Project Management) certification required
- Proficiency in project management tools (e.g., Asana, Monday.com, MS Project, Smartsheet) and collaboration platforms
- Exceptional organizational skills with the ability to manage multiple concurrent projects across diverse functional areas

### **Required Experience**

- 5+ years of progressive project management experience, including demonstrated experience managing complex, cross-functional projects
- Proven experience operating within a matrixed organizational structure with shared authority across multiple functional leads.
- Strong communication and facilitation skills, with the ability to present project status clearly to executive leadership and department heads
- High degree of professional diplomacy and neutrality in cross-departmental coordination
- Strong analytical skills with experience developing risk frameworks, RACI matrices, and project tracking dashboards

### **Competencies**

- Drives cohesion and delivery across diverse departments without direct authority
- Balances competing departmental priorities with fairness, transparency, and organizational alignment
- Brings rigorous methodology to complex, multi-stakeholder initiatives
- Translates project complexity into clear, actionable reporting for the CAO and CEO
- Guides teams through organizational transitions with professionalism and care
- Deeply committed to MSHF's vision of a healthier Mat-Su Borough

### **Work environment:**

This position is primarily based at MSHF's Wasilla, AK headquarters, with regular interaction across all organizational departments. The PM operates in a collaborative, mission-driven environment that values transparency, cross-functional partnership, and



structured delivery. While primarily office-based, the role may involve occasional travel to community partner sites, off-site meetings, or stakeholder events across the Mat-Su Borough. The role requires a high degree of professional presence and organizational credibility, as the PM interfaces with all levels of the organization — from frontline staff to the CEO. Some flexibility in scheduling may be available however, regular in-person engagement is essential to the cross-functional coordination nature of this role.

**Physical demands:**

- Primarily office-based with occasional travel to meetings across MSHF departments and community partner sites
- Ability to sit for extended periods while managing project plans, facilitating meetings, and preparing reports
- Ability to stand and present during project review meetings and stakeholder briefings
- Occasional lifting or carrying of materials up to 20 lbs. for meeting preparation or event coordination
- Ability to operate a computer, phone, and standard office equipment for extended periods.
- Ability to hold and manage complex, multi-dimensional project information across multiple concurrent workstreams
- Strong written and verbal communication requiring the ability to synthesize and present project data clearly to executive leadership
- Capacity to exercise independent judgment in assessing project risks, scheduling conflicts, and cross-departmental trade-offs
- Ability to remain neutral and objective while managing competing departmental priorities
- Sustained attention to detail required for RACI matrices, risk logs, compliance trackers, and milestone documentation
- Ability to anticipate organizational dependencies and proactively communicate impacts before they become risks
- Resilience and composure under pressure

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

**EEO statement:** Mat-Su Health Foundation is an equal opportunity employer.