



## **The Haitian Creole Development Center of Delmarva**

**Position:** Project Manager

### ***Job Description***

We are seeking an experienced and dynamic Project Director to lead our organization. The ideal candidate will be a strategic thinker with a proven track record in senior leadership, business development, and operations management. If you are an innovative leader with a passion for driving organizational success through strategic planning, business development, and operational excellence, then we invite you to apply for the project manager position.

### **Responsibilities:**

- Lead and manage all aspects of the organization to achieve strategic goals
- Oversee day-to-day operations, including financial management and human resources - Develop and implement business plans and strategies to drive growth and profitability - Provide leadership and guidance to staff, fostering a positive work environment
- Negotiate contracts and partnerships to enhance organizational objectives
- Drive process improvement initiatives to increase efficiency and effectiveness
- Engage in strategic planning to ensure long-term success
- Manage projects from inception to completion

### **Skills:**

- Strong leadership skills with the ability to inspire and motivate teams
- Excellent negotiation skills for managing contracts and partnerships
- Proficiency in operations management and process improvement
- Strategic planning expertise to set organizational direction
- Project management experience to oversee initiatives effectively

**212 West Main Street**

**Salisbury, MD 21801**

**443-358-0353**

**Qualifications:**

- Bachelor's degree in a related field or equivalent experience as a project manager
- Excellent communication skills
- Problem-solving and leadership skills
- Project planning, risk management skills, time management, and other management skills
- Project management qualification (PMP), Certified associate in project management (CAPM), or equivalent experience as a project manager
- Experience in Strategic planning, risk management, and /or change management
- Proficiency in project management software and tools
- Contract negotiator
- Conflict resolution experience
- Must be bilingual (English and Haitian Creole or French)
- Ability to build and train teams, identify the right tasks for each team member, and delegate responsibilities accordingly.

**Job Type:** Full-time

**Salary:** From \$65,000.00 per year

**Benefits:**

- Professional development assistance

Compensation package:

- 1099 contract

Experience level:

- 4 years

Schedule:

- 8-hour shift
- Monday to Friday

- Salisbury, MD 21801: Relocate before starting work (Required)

Willingness to travel:

- 25% (Required)

Work Location: In person

Position type: Full-Time, some travel required. Please submit your resume and cover letter to the Haitian Development Center of Delmarva Inc. at [rtoussaint@hdcd.org](mailto:rtoussaint@hdcd.org) by July 15, 2024 (deadline).