



JOB DESCRIPTION: Two positions are in recruitment. Please indicate which position you are seeking in your application.

- Innovation Delivery Team Junior Project Manager – Handgun Violence
- Innovation Delivery Team Junior Project Manager – Small Business Growth

LOCATION: Memphis, TN

Travel: 10-20%

Background

The City of Memphis was selected by Bloomberg Philanthropies as one of five cities nationwide to receive an Innovation Delivery Team grant. The three-year grant represents one of the largest private-sector commitments to social innovation in our nation's history. The grant will fund local teams, housed within the Mayor's Office, charged with developing effective solutions to some of the city's most pressing challenges. Reporting directly to the Director of the Mayor's Innovation Delivery Team, the Innovation Delivery Team Project Managers support a specific project manager and priority area, providing varied support such as research, analytics, and document development, and should have the capacity to develop message points, summary reports, compelling charts, and other internal or external documents highlighting the Innovation Delivery Team's work.

In Memphis, the team is charged with **reducing incidences of handgun violence**, particularly among juveniles, and **supporting small business growth in core city neighborhoods**.

The Junior Project Manager will also be an active participant in an exclusive learning network of five cities implementing the Innovation Delivery Team model, applying a set of public sector management best practices and programmatic reforms aided by extensive technical assistance from Bloomberg Philanthropies.

Responsibilities

- Facilitating the interagency process for generating innovative solutions, developing implementation plans, and tracking progress towards defined targets
- Maintaining strong relationships with a broad set of stakeholders, including government officials and private and nonprofit sector leaders
- Consulting with internal and external experts to generate innovative solutions and assess their feasibility
- Producing detailed charters and implementation plans for delivery on all major initiatives in the identified priority areas
- Working closely with the performance management lead to develop meaningful metrics to measure initiative performance and regularly monitoring progress of initiatives; making recommendations for correction where appropriate
- Communicating progress to all relevant stakeholders, including Initiative Sponsor, Initiative Lead, the Innovation Delivery Team Director, and the Project Manager
- As required by the Director, actively participating in Bloomberg Philanthropies' cohort activities with other Innovation Delivery Team grantees and ensuring all grant requirements are met

- In the absence of the Project Manager and when so assigned, performing the functions of the Mayor's Innovation Delivery Project Manager

Qualifications

The ideal candidate possesses a passion for making Memphis a City of Choice and is ready to work in a high-energy, openly collaborative work environment. The innovation Delivery Team will guide the City through a successful innovation process while setting an environment for change and open collaboration. To that end, Team members need to be able to simultaneously balance dogged adherence to an innovation process and protocol that is critical to delivery but also must think creatively and asymmetrically and bring abstract concepts to practical implementation in a very time constrained environment.

Characteristics of successful candidates for the Innovation Delivery Team Project Manager position include:

- Ability to facilitate a team comprised of multiple stakeholders, constituencies, and/or agencies charged with making a change;
- Experience working with and as a part of a high-performing team;
- Track record of establishing targets and delivering measurable results on time and within budget;
- Direct experience working with government or private sector leaders; and
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results

Experience in the fields of economic development and/or community development is favorably considered but not essential.

Application letters and resumes must be received by November 28th and may be mailed to
Mayor's Innovation Delivery Team
c/o Memphis City Hall
Attn: Kerry Hayes
125 North Main Street, 7th Floor
Memphis, TN 38103

or emailed to

Kerry.Hayes@MemphisTN.gov

(please put "Innovation Delivery Team" and the relevant position in the subject line)

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