



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

- Innovation Delivery Team Project Manager – Handgun Violence Reduction
- Innovation Delivery Team 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 are responsible for coordinating all work across their respective priority areas from facilitating idea generation through implementation planning and delivery. This includes creating work plans, developing working relationships, and liaising with agency heads and other stakeholders in order to deliver on the established innovation delivery targets.

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 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

- Assisting with hiring of and day-to-day management of Junior Project managers
- Leading the interagency process for idea generation, developing implementation plans, and managing progress towards defined targets
- Managing and 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
- Leading the development of detailed charters and implementation plans for delivery on all major initiatives in the identified priority areas
- Ensuring effective performance monitoring vehicles are in place and regularly monitoring progress of initiatives; making recommendations for correction where appropriate
- Communicating progress to all relevant stakeholders, including Initiative Sponsor, Initiative Lead, and the Innovation Delivery Team Director
- 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 Director and when so assigned, performing the functions of the Mayor's Innovation Delivery Team Director

### 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 process of generating ideas, developing detailed implementation plans, and delivering solutions to meet specific targets 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 lead transformations that involve multiple stakeholders, constituencies, and/or agencies;
- Experience developing and managing 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 28<sup>th</sup> and may be mailed to  
Mayor's Innovation Delivery Team  
c/o Memphis City Hall  
Attn: Kerry Hayes  
125 North Main Street, 7<sup>th</sup> Floor  
Memphis, TN 38103

or emailed to

[Kerry.Hayes@MemphisTN.gov](mailto:Kerry.Hayes@MemphisTN.gov)

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

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