



JOB DESCRIPTION: Innovation Delivery Team Manager

LOCATION: Memphis, TN

Travel: 5-10%

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. The Innovation Delivery Team Manager provides general administrative and analytical support for all Innovation Delivery Team members, with additional time given to support the director to ensure overall project management coordination, development of message points, summary reports, compelling charts, and other internal or external documents showcasing the Innovation Delivery Team's work. (S)He is also responsible for coordinating the Director's schedule and Team meetings with other stakeholder organizations and for ensuring the team's financial overhead obligations are met and for tracking team budget expenditures and coordinating team member travel.

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 Team 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

- Working with Project Managers and Junior Project managers to understand key deliverables of each initiative and the overarching challenge
- Coordinating the preparation and delivery of products necessary for routine reporting and briefing in accordance with established Team protocol
- Working with Project managers and facility coordinators to schedule required stakeholder meetings and engagements
- Managing the Information Technology infrastructure of the team including oversight and hiring of any outside agency required to perform IT services
- Working with Team members to identify required fiscal expenditures and coordinating with fiscal agent the production of checks for the Directors signature
- Managing, overseeing, and procuring all office equipment, furnishings, and supplies necessary for the team to function
- Coordinating team member travel as required and oversight/coordination with contracted travel agency for travel services as required.
- Managing and maintaining strong relationships with a broad set of stakeholders, including government officials and private and nonprofit sector leaders

- Monitoring Innovation Delivery Grant timeline compliance by the team, this includes coordination of interim milestones, accurately accounting for necessary executive review of all products, and coordination with the mayor's calendar for executive level decisions.
- 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

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 Manager position include:

- Ability to effectively communicate and coordinate large scale change across multiple stakeholders, constituencies, and/or agencies;
- Experience working on a high-performing team;
- Track record of success in coordinating complex communications and interactions between multiple agencies;
- Strong IT and fiscal management skills
- 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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