



PANORAMA

Project Manager/Senior Project Manager

Position Summary

The Project Manager/Senior Project Manager participates as an active member across one or more teams and plays a key role in driving forward deliverables within a project or initiative. Contributes to the implementation of a variety of advocacy, policy, and research activities to achieve program goals. Works independently and in collaboration with team members to ensure the successful execution of the various complex workstreams.

Knowledge, Skills, and Abilities

- Understanding of global health landscape as well as key players and issues
- Demonstrated success managing a project or program from conception to implementation
- Detail-oriented with strong analytical, writing, editing, and verbal skills for communicating with broad and diverse stakeholders
- Ability to work without oversight, proactive with ability to accomplish tasks efficiently
- Experience balancing competing priorities and identifying when to escalate an issue
- Ability to work diplomatically and effectively collaborate including ability to influence without authority in order to build strong relationships
- Entrepreneurial and problem-solving mindset

Essential Duties & Responsibilities

- Coordinate events, meetings, convenings, and presentations, including developing agendas, coordinating arrangements for multiple participants, managing participant communication, handling logistics, and preparing and disseminating materials
- Facilitate a high-quality external partner experience through clear communication, consistent and substantive deliverables, and efficient and effective management of activities
- Design, write, and edit strategy documents, concept notes, briefs, presentations, budgets, and other deliverables for a variety of purposes and audiences
- Develop and maintain work plans, milestones and other tools to ensure quality outcomes, including reporting to funders
- Provide ongoing research and analytical support for projects or initiatives
- Coordinate with the team to ensure cross-Panorama input into work, and share out to team relevant knowledge and learning from assignments
- Contribute to Panorama business development efforts, including researching new opportunities, supporting the creation of business development proposals, cultivating new relationships, and networking

Required Qualifications

- Experience working on global health and development or international social impact issues especially in a non-profit and/or policy driven environment
- For Project Manager: Bachelors' degree with three to five years work experience
- For Senior Project Manager: Bachelors' degree with more than five years work experience

- Documented history of project management
- Ability and willingness to participate in occasional domestic/international travel as needed
- Fluency in written and spoken English required; other language proficiencies welcomed

Application Process

Interested candidates should submit a resume and cover letter to careers@panoramaglobal.org with subject line of either "Project Manager" or "Senior Project Manager" depending on qualification level.

About Panorama

[Panorama](#) is an action tank that focuses on influencing people and organizations worldwide to be the change we need to improve our world. Our unique, entrepreneurial model unites team members with diverse skills around the table to collaborate on ways to solve local and global social issues. We work with non-profit and for-profit partners to advance their work, and we initiate our own projects when we see gaps that need to be filled. We work across numerous global health and global development issues, in support of the Sustainable Development Goals, including infectious disease elimination, pandemic preparedness, and improving nutrition for people worldwide.

Panorama is headquartered in Seattle with a global team and network. To learn more, visit our website www.panoramaglobal.org

Our Values

The values we share in our work and in our lives also inspire our name and logo:



Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.