

## **RIHousing – IT Project Manager**

**Salary - \$89,161.00 - \$129,283.00**

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job-related qualifications.

**\*Although some positions are eligible for hybrid work after a 60-day in-office probation period, a minimum of two in-person days per week are required in our Providence office\***

**\*This position is not eligible for relocation benefits\***

### **What it's all about:**

We are seeking a dynamic professional to serve as an IT Project Manager. In this role, you will drive IT cross-functional projects from inception through delivery while ensuring seamless communication between stakeholders and technical teams. Your role is designed to merge strategic business analysis with structured project management, leveraging Agile methodologies to deliver high-value projects on time and within scope. PMP certification and a proven record in Agile frameworks are essential.

### **What you'll do on a daily basis:**

- Project Leadership & Delivery:
  - Develop and manage project plans, schedules, and budgets.
  - Ensure IT Infrastructure, Application Development, and IT Security projects adhere to PMP best practices while remaining adaptable to Agile principles for rapid, iterative delivery.
  - Monitor project progress, identify potential risks, and implement effective mitigation strategies.
- Business Analysis & Requirements Management:
  - Facilitate requirement gathering sessions with multiple stakeholders to ensure a clear understanding of business needs.
  - Analyze current and future-state business processes to recommend process improvements and ensure alignment with organizational goals.
  - Create, review, and validate detailed functional specifications, user stories, and acceptance criteria.
- Agile Process Facilitation:
  - Act as a liaison between IT teams and business stakeholders, ensuring the product backlog is prioritized based on business value.
  - Facilitate sprint planning, daily stand-ups, retrospectives, and other Agile ceremonies.

- Support the team by removing obstacles and continuously improving processes to enhance productivity.
- Stakeholder Management & Communication:
  - Maintain regular communication with senior management, product owners, business leaders, and other stakeholders regarding project status, scope adjustments, and risk factors.
  - Establish and nurture strong relationships to ensure a deep understanding of business objectives and project requirements.
  - Translate technical details into clear business language, ensuring transparency and comprehension across all levels of the organization.
- Quality & Documentation:
  - Oversee the documentation of project artifacts, including scope, changes, progress, and final deliverables.
  - Ensure all deliverables meet stringent quality standards and align with both Agile best practices and PMP guidelines.
- After Hour Support / Emergencies:
  - Provide after-hours and weekend support as needed to ensure system uptime, address critical issues, or support scheduled maintenance activities.

### **What you'll need to succeed:**

- Education & Certifications:
  - Associate's degree or Bachelor's degree in Business, Information Technology, Project Management, or a related field.
  - Active PMP certification is required with 3-5 years of experience managing projects.
  - Agile certifications (e.g., Certified Scrum Master, Agile Certified Practitioner) are highly desirable.
- Experience & Skills:
  - Proven experience as a Project Manager in Agile environments.
  - Demonstrated ability to manage complex projects with multiple stakeholders, balancing strategic analysis with operational execution.
  - Excellent communication, negotiation, and facilitation skills.
  - Strong analytical and problem-solving skills with a detail-oriented mindset.
  - Ability to foster a collaborative environment and guide a self-organizing team to success.
- Technical Proficiency:
  - Familiarity with project management tools (e.g., MS Project, Azure DevOps, Smartsheet, Jira, Asana, or similar platforms).
  - Proficiency in data analysis and process-mapping techniques.

**Not sure if you meet all the qualifications? Let us decide!**

**Why RIHousing:**

- Mission-Driven Organization
- Mentorship Program
- Lunch and Learn Series
- Employee Recognition Programs
- Dedicated Workforce
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2026
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2026
- PBN's Healthiest Employers of RI 2025 & 2026

**About RIHousing:**

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

**Please apply through our career site:** <https://www.rihousing.com/careers/>

- Contact Name: Rebecca Barrett
- Contact Email: [rebarrett@rihousing.com](mailto:rebarrett@rihousing.com)
- Contact Phone: 401-443-1643