

## **Project Manager**

**USA / UK**

### **About Momentum.**

Momentum is an account-based marketing (ABM) consultancy that helps global B2B organizations transform how their sales and marketing teams grow revenue and deepen relationships with their biggest customers. Over the last 11 years we have become the top choice for global organizations with complex offerings across technology, financial services and professional services.

Our teams work at the intersection of insight, consultancy, and creative that bring these disciplines together to help our clients achieve their objectives. Momentum is a global consultancy with headquarters in London, UK and has USA offices within Denver, Boston, and Seattle. With a widely distributed team, our team is designed to work remotely across different time zones. This role can be based anywhere in the United States.

### **About the Role.**

The Project Manager role is wholly project and program management focused, supporting the senior team in delivering excellent client experiences through optimal project management. Mavenlink is our platform of choice and you'll be responsible to maintain all aspects of project health and resource management through this and other systems. You're a master coordinator, and will own the management of timelines, project status reporting, budget maintenance. You're also a master of communication, and will be working with Momentum's internal stakeholders and clients.

**Previous experience working as a Project Manager in a B2B agency or consultancy environment is highly preferred.**

Working knowledge of the B2B tech industry is beneficial. Experience within one or having a marketing role is even better. The ideal candidate is highly organized, a proactive communicator, and accountable for their own excellence – meaning lots of high-fives for projects delivered on-budget, on-time, and on-point! You're able to work confidently and positively with stakeholders at all levels and build a great rapport and trust with colleagues and clients alike. You are collaborative in your approach and able to build strong working relationships with the ability to coordinate across multiple teams and time zones, holding yourself accountable to timelines and a high standard of quality.

### **Key Responsibilities**

- Coordinate project resources across multiple accounts
- Day-to-day communication with client and creative teams for changes and updates to any project
- Manage deliverables, deadlines, and communicating changes proactively

- Support business development activities within accounts
- Owner of Mavenlink project accuracy and updates
- Owner of weekly reporting and weekly status meetings
- Owner of resourcing for every project

#### KPIs

- Projects delivered on-time and on-budget
- Accuracy of information in Mavenlink
- Accuracy and consistency of weekly status and reporting

#### Salary

- \$55 – 75K DOE

#### Skills and Qualifications

- Bachelor's degree in business or marketing or equivalent experience in relevant role
- Experience of 5-8 years in project management, marketing (B2B preferred), and/or related experience
- Tech-savvy and knowledge of the tech, financial, or public sector industry preferred
- Prioritize, manage time, switch gears, and multi-task in a fast-paced environment
- Fast learner and takes initiative for professional development
- Take work direction well & follow specific processes and procedures (once taught)
- Work well independently, as well as in a collaborative environment
- Operates with a lens of delivering excellence, but feels comfortable asking for guidance as needed

#### Benefits & Perks

Healthcare, vision and dental, and 401k plan

- Good vacation allowance plus US holidays
- Remote working (your choice) and flexible hours
- A great workplace culture – in person and virtually
- Regular social events and outings
- Personal and professional development programme via quarterly reviews
- Established company-wide bonus plan
- Online learning (LinkedIn) platform
- Personal training budget for your development
- "Pimp My Home Office" budget to dial in your remote workspace
- CoE (internal training programme, "Center of Excellence")
- Annual salary review

#### Culture

At Momentum we have a culture of transparency, camaraderie, and empowerment. As a result, we've fostered a companywide sense of security, trust, and growth. We care about your success, your wellbeing, and your goals. The work that we do is challenging and rewarding, and we are relentless in our pursuit to deliver outstanding work for our clients without ever compromising on quality. Our collaborative and creative approach ensures that we're energizing each other while developing connections through laughter and culture-

building activities. We celebrate wins together and build our skills together. And did we mention that we embrace a remote work environment? We stay connected and engaged as a global team!

For more information on the role or to express your interest, email Harriet Perkins, Talent Partner, [harriet.perkins@wearemomentum.com](mailto:harriet.perkins@wearemomentum.com)