



<b>Job Title:</b>	Project Manager	<b>Job Category:</b>	Manager
<b>Location:</b>	Lawton, OK	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	12/06/2024	<b>Posting Expires</b>	TBD
<b>Applications Sent To:</b>			
<b>EMAIL:</b> info@thefista.com		<b>NAME/TITLE:</b> Stacy Swart, HR & Document Specialist	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We seek a highly skilled and motivated Project Manager to join our team and lead the successful execution of various projects. As a Project Manager at FISTA, you will play a pivotal role in overseeing and managing the entire life cycle of our projects. You will be responsible for ensuring projects are delivered on time, within scope, and within budget, while maintaining the highest quality standards. This is an exciting opportunity for an individual with strong leadership skills and a passion for project management.</p> <p><b>JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Seek out new grant dollars, complete the grant application, and manage the awarded grant throughout its lifecycle.</li> <li>• Project Planning: Develop detailed project plans, schedules, and budgets in collaboration with ARPA.</li> <li>• Oversee, manage, and assist in the formation, implementation, and further development of the Commercial C-UAS Academy.</li> <li>• Team Leadership: Lead and motivate cross-functional ARPA project teams, fostering a collaborative and productive work environment.</li> <li>• Risk Management: Identify potential ARPA project risks and issues and develop mitigation plans to address them effectively.</li> <li>• Resource Management: Allocate and optimize resources to ensure ARPA project success, including managing timelines, ARPA budgets, and deliverables.</li> <li>• Quality Assurance: Maintain a strong focus on ARPA project quality and ensure all project objectives are met.</li> <li>• Management: Adapt to changes in ARPA project scope and manage ARPA project change requests as necessary.</li> <li>• Project Evaluation: Conduct post-project evaluations and share lessons learned to improve project management processes continuously.</li> <li>• Maintains familiarity with the daily office calendar.</li> <li>• Promotes a positive, upbeat, and professional environment.</li> <li>• Maintenance, housekeeping, and all other duties as assigned.</li> <li>• In this role, you will report directly to the President and CEO.</li> </ul> <p><b>REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• College degree/Masters preferred. PMP Certified preferred.</li> <li>• Preferred experience working with Microsoft Office products and familiarity with databases.</li> <li>• Ability to write and communicate well with others.</li> <li>• Ability to solve practical problems and deal with variables in situations where only limited standardization exists.</li> <li>• Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.</li> <li>• Ability to work independently or without supervision in some scenarios.</li> <li>• Must be able to walk long distances, stand for long periods, and lift/move heavy objects.</li> <li>• Detail-oriented, managing work, stress tolerance, and adaptability.</li> <li>• Work to understand changes in tasks, situations, and environment and the logic of the basis for change.</li> </ul>			

