



## Job Description

**Position Title:** Director, Project Management and Analytics  
**Department:** BOX Market  
**Reports to:** CEO and President  
**Date:** June 2016  
**Status:** Full Time, Exempt

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### Position Summary:

Under the general supervision of the CEO and President, responsibilities for the Director of Project Management and Analytics will be the project management of IT functions, and performing complex data analysis relative to marketing, execution quality, trade execution, and billing by performing the duties outlined below.

### Position Duties:

- Facilitate the management of complex multi-dimensional technology projects through the full development life cycle from proposal to launch.
- Plan, coordinate, and report IT project status during all project life cycle phases, particularly in development and testing.
- Work with the business development team to identify, specify, and document the requirements of new projects, products, features, and functionality.
- Develop BOX IT processes and procedures and monitor the compliance of these procedures.
- Assist with client interaction and business development scoping.
- Perform analysis using large data sets to help the business understand current performance and identify areas for improvement.
- Develop reports that allow the business team to explore data and arrive at new insights.
- Conceptualize data to determine the best results and communicate findings to senior management.
- Other special projects and analysis as assigned or directed by the CEO and President.

### Education:

Bachelor's Degree in Information Studies, Finance, Economics, or Mathematics required.  
Master's Degree preferred.

### Experience:

Five to ten years of project management and analytics experience required.

### Job Knowledge Skills:

The ideal candidate will possess a high level of accuracy, attention to detail, and excellent organizational and analytical skills. This candidate will have the ability to work efficiently under pressure in a fast-paced environment and to meet strict deadlines.

### Communication Skills:

Exceptional communication skills required. Ability to keep project owners updated and well informed.