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# Example of Digital Project Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of digital project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for digital project manager

* Lead cross-discipline teams, manage client relationships, interact with product managers and other organizational units
* Lead teams through the full project lifecycle of a project
* Plan and run development sprints for website product and engineering teams across multiple offices, and multiple areas of focus
* Coordinate timelines & dates with internal stakeholders
* Provide real-time and recurring sprint reporting to Fender.com product team, site director
* Support project needs within the Digital Innovation group
* Develop requirements, prepare budget and calendar
* Develop detailed project plans, monitor and communicate progress
* Collaborate with internal teams to design, develop, and implement projects and Digital Products
* Monitor and report on various metrics ie

## Qualifications for digital project manager

* Minimum three to five years of experience in a similar role in a digital marketing agency, online advertising firm, web development firm or equivalent
* Integration of product feeds to affiliate sites
* Strong understanding of and experience with CDNs – Akamai, Limelight
* Significant experience in a digital project delivery capacity, with an agency background or similar strongly preferable
* A strong grasp of project delivery methodologies, including Agile and Waterfall
* Ability to manage a project from start to finish oversee general production of multiple projects at one time