



# alma™

## Product Manager

### ABOUT ALMA

Alma, a Portland-based education technology start-up, is looking for a Product Manager to join the Product Team in our Portland, OR office.

### THE OPPORTUNITY

We are looking for people who are passionate about education and technology. We are on a mission to give educators and families modern, efficient tools to help schools run smoothly and give clear oversight on student progress. We are looking for a product manager to join our team to help us deliver against our ambitious goals. As our newest teammate you will have an opportunity to have a significant impact on the product. At Alma, you can expect to:

- Stay close to our customers and work closely with teachers, school administrators, and families to understand their needs and identify opportunities to solve problems for them.
- Define requirements and functionality for new features and improvements by any means necessary. Sketch, wireframe, talk, and -- most importantly -- write your way to a shared understanding with customers, engineers, designers, sales and management.
- Track the design and engineering teams' work in progress to make sure we have the right resources and artifacts (e.g. comps, specs, test plans) at each stage.
- Stay up to date on the status of all work in progress and clearly communicate project timelines across the organization and highlight risks and tradeoffs as they emerge (or before they do!).
- Coordinate with Customer Engagement, Sales, and Marketing on feature launches
- Actively organize and manage the product feedback we receive from customers and across the company to help us turn them into opportunities to provide more value to our customers.

- Help manage the product roadmap by clearly defining, categorizing and sizing opportunities and regularly reviewing and prioritizing these projects with management.
- Proactively identify and introduce processes to improve the flow of communication and help us make faster and better decisions so we can focus on doing our best work.

### **QUALITIES WE'RE LOOKING FOR**

- Enough technical knowledge to be dangerous. You don't have to be an engineer, but you need to be able to understand and communicate technical concepts to engineers and non-engineers alike.
- Experience shipping software products with a team. You do not need to have been a Product Manager. However exposure to the software development process as a contributor in some role is important.
- Strong writing capabilities
- Motivated, energetic self-starter with strong problem solving skills.
- Ability to prioritize and manage your time effectively.
- Ability to organize and manage multiple projects in a very fast-paced environment.
- Ability to work independently and as part of a team.
- Attention to detail and strong communication skills.
- Ability to synthesize input from multiple stakeholders and make decisions.

### **NICE TO HAVES**

- Background in K-12 education
- Background in SIS or LMS
- Experience in data analysis concepts and tools
- Familiarity with analytics concepts and packages (e.g. MixPanel, Keen)