



POSITION TITLE		DIVISION
Project Manager		IT
REPORTS TO:	DEPARTMENT	DATE
VP, Program Management	Information Technology	February, 2022
SUPERVISES	FLSA	REVISED
N/A	Exempt	

GENERAL SUMMARY

The Project Manager will be responsible for allocating the right personnel, processes, and resources to ensure team effectiveness and efficiency. The position will work collaboratively with business line leaders to motivate project teams and determine the best operational approach to reach a desired outcome.

The Project Manager will specialize in managing multiple projects concurrently in a fast-paced environment as well as adapt to project scope changes by placing emphasis on project team involvement and effective communication.

The Project Manager will create and monitor project timelines, ensures that goals are met, resolves any technical issues, and creates progress reports to share with key internal and external stakeholders. The Project Manager will work closely with the Vice President of Program Management to escalate issues of concerns, which can include project resources, timelines, and engagement to ensure the success of the organization’s initiatives.

MAJOR RESPONSIBILITIES

1. Plans, organizes, and directs the completion of specific projects ensuring an effective outcome.
2. Assists internal business partners with the business case and requirements gathering process for beginning a new project.
3. Conducts and coordinates internal and external meetings with key stakeholders to achieve desired project outcomes.
4. Serves as the point of contact between the project execution team and project sponsors within senior management.
5. Takes ownership of all tracking and reporting for assigned projects and initiatives.
6. Ensures the Credit Union’s project methodology is followed for key organizational and department projects when necessary, including creation and approval of a formal business case and vendor due diligence requirements when necessary.
7. Establishes and builds relationships across the Navigant business lines to facilitate achievement throughout project lifecycles.
8. Helps the team achieve a high level of performance and quality, holding teams accountable for their work, and removing obstacles.
9. Supports Process Improvement activity while overseeing the rollout of new procedures.

QUALIFICATIONS:

Education

BA/BS in business or technical area preferred. Project Management Certification a plus.

Experience/Skills/Knowledge:

1. 2+ years project management experience required.
2. Strong planning and analytical skills required.
3. An ideal candidate will have agile experience and be comfortable serving as Scrum Master or equivalent.
4. Advanced Excel experience or other project tracking software preferred.
5. Proven experience with agile methodologies and change control processes.
6. Strategic thinker who is an advocate of continuous improvement.
7. Strong member service orientation required in alignment with the credit union's mission and core values.
8. Able to motivate a team, recognize good talent and bring out the best of each member.
9. Strong communication skills to collaborate with team members and product vendors.
10. Excellent organizational skills with demonstrated ability to execute projects on time and on budget.
11. Ability to work independently and with minimal supervision
12. Ability to adapt quickly and be flexible with continual changes in projects, product iterations and teams.
13. PC proficient, including Microsoft Office (Word, PowerPoint, Teams) and the Internet.

GENERAL DESCRIPTION:

In terms of physical requirements, this position requires work best described as:

Sedentary Light Medium Heavy Very Heavy

PHYSICAL TASKS:

- Standing/Walking/Bending/Stooping - Continuous
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail, and text messages - Continuous

AUDIO / VISUAL:

- Requires vision to perform work dealing with data and figures and computer screens. -Continuous

PSYCHOLOGICAL/MENTAL DEMANDS:

- Responds positively and productively to stressful internal and external situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. - Continuous

Employee's Signature	Date	
Manager's Signature	Date	
Human Resources' Signature	Date	