

Enterprise PMO Manager

Job Summary

The Enterprise PMO Manager will be responsible for developing and leading Illinois Mutual Life Insurance Company's Enterprise Project Management Office (PMO). The PMO serves as an internal 'Center of Excellence' that helps achieve better quality, consistency and oversight of projects across Illinois Mutual by developing and maintaining project management methodologies, standards, and tools. As lead of this area, the Enterprise PMO Manager will establish standards, methodologies, toolsets and advocate a "project management" mindset and culture throughout the organization. In addition, the Enterprise PMO Manager will be responsible for acting as Project Manager for key initiatives within the organization. The Enterprise PMO Manager reports to the Vice President, Finance.

Primary Responsibilities

- Develop and lead the enterprise project management office (PMO)
- Mentor, coach, and advise on project management best practices throughout the entire organization; act as a trusted strategic advisor
- Establish and enhance the organization's approach to the full life cycle of projects from project planning, initiation, resourcing and execution to monitoring, control and completion.
- Ensure the PMO adheres to best practices and meets performance targets by aligning with the organization's strategic objectives.
- May work alongside business leaders to help determine which projects should be undertaken why and when, not just how.
- Provides executive leaders with the information needed to assess which proposals have the highest potential value, impact and strategic alignment.
- Interfaces with executives to define project priorities and implementation opportunities and challenges, and keep them up-to-date with project risks and opportunities.
- Provide Project Management Team Leadership acting as the Project Manager for all assigned projects.
- Lead projects from conception to implementation and support outlining scope, schedule, cost, risk, quality, business leader expectations and satisfaction, cross-functional team management, and vendor management.
 - This includes managing multi-phase/multi-dimensional/multi-resource projects to conclusion while maintaining satisfaction with the project sponsor and other key stakeholders.



Qualifications

- Expert-level knowledge of project and change management and associated methodologies, techniques, processes and approaches – PMP certification required, Prosci certification a plus, CSM a plus
- 7+ years of project management experience in a leadership role
- Bachelor's degree required*
- Budget, cost and profitability management skills
- Credibility as a senior-level project leader
- Strategic Thinking demonstrated through the ability to juggle multiple goals and deadlines in the context of the big picture
- Team Leadership & Development demonstrated through the ability to mentor, coach and effectively transfer expertise to others
- Facilitation, Negotiation & Problem Resolution Skills demonstrated through the ability to build a strong network and relationships at all levels of the organization with technology and solutions, customers and vendor groups
- Resilience and resourcefulness skills
- Prior insurance industry experience a plus
- Prior enterprise-wide technology implementation experience a plus
- Strong initiative and solid judgment abilities and skills
- Ability to work independently as well as a team member
- Ability to work under pressure
- Proficiency in MS Word, MS Excel, MS Outlook, MS Project, and/or other enterprise level project management software

*College or university must be sufficiently accredited and listed in the U.S. Department of Education Accreditation Directory.

[Download an Application](#)