

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for over sixty (60) years and sets us apart from competitors.

Position Description:	Business Transformation Office (BTO) Project Manager		
Reports To:	Director of Transformation & Continuous Improvement	Department:	Business Transformation Office
Supervises:	NA	Classification:	Exempt – Full Time

🕒 Hours:	Monday-Friday 8am-5pm, other days/hours as needed		
🏠 Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
📌 Role:	<p>The BTO Project Manager will lead project delivery and execution within CoreFirst's BTO. This position will focus on ensuring successful project delivery in collaboration with project teams, key project stakeholders, vendor teams, and BTO governance members.</p> <p>The primary effort of the BTO Project Manager will be to manage project performance, resourcing, and reporting to deliver projects on time, in budget, to scope, and with expected outcomes.</p>		
🔗 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<p><u>Responsibilities:</u></p> <p><i>Execution Team Management</i></p> <ul style="list-style-type: none"> • Develop and maintain project plans across execution teams ensuring tasks are prioritized with clear ownership and timing requirements • Drive daily communication and coordination with execution team, leveraging other enterprise stakeholders where necessary for subject matter expertise • Resolve or escalate risks, issues, and decisions • Create and communicate recurring status reports to leadership • Prepare reports and lead daily Execution Team Standup Meetings as needed • Proactively identify opportunities for process improvement and lessons learned during project closure <p><i>Project Performance Management</i></p> <ul style="list-style-type: none"> • Ensure project outcomes are aligned with CoreFirst's strategy and project charter • Monitor project health by tracking Key Performance Indicators (KPIs) across projects • Monitor project financials (e.g., burn rate) and escalate forecasted variances to Business Owner and leadership • Assess project resource capacity, adjusting resource allocation as necessary during project delivery • Lead project reviews following initial delivery to assess ROI and articulate areas for future improvement • Develop and execute resource onboarding for internal resources and vendor teams <p><i>Recurring Meeting Ownership:</i></p> <ul style="list-style-type: none"> • Weekly Project Status Meetings. Present project status report(s) to business owners, project team members, and Director of Transformation. Responsible for maintain project status report. • As frequent as daily Execution Team Standup Meetings for business owner, project team members, delivery team members, and handoff partners (as necessary) <p><i>Other Recurring Meeting Participation</i></p>		

	<ul style="list-style-type: none"> • BTO Program Health Meeting to review BTO Operations Report, resolve risks/issues, decision items, and intake/project prioritization <p>Resource Utilization and Development</p> <ul style="list-style-type: none"> • Operate within BTO Charter and Governance Framework. Participate in its ongoing refinement • Utilize and maintain established reports and delivery tools. • Use and optimize BTO toolkit and technology <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>
Experience:	<p>Required Experience</p> <ul style="list-style-type: none"> • Three or more years of experience in project management • Experience developing project charter, managing project budget, maintaining RAID log, and status reporting • Strong Microsoft Office skills (e.g., Word, PowerPoint, Excel, Outlook, Project, Visio) • Familiar with PPM tools for project and PPM enterprise systems (e.g., Smartsheet, Microsoft Project, Primavera, Planisware, Jira, Clarity) <p>Preferred Experience</p> <ul style="list-style-type: none"> • Proven experience in various aspects of program/portfolio management, Business Transformation Office (BTO), and/or Project Management Office (PMO) operations • Holistic understanding of enterprise change impacts • Financial Services industry expertise
Education:	<p>Preferred</p> <ul style="list-style-type: none"> • Bachelor’s degree in related field (e.g., business, organizational behavior, systems engineering, engineering management, or communications) or equivalent Project Management work experience • PMI certification(s) (e.g., PMP, lean project management) and/or Agile certification(s) (e.g., Scrum Master, Product Owner [CSPO], Product Manager [SAFe, POPM])
Skills & Abilities:	<p>Project Management</p> <ul style="list-style-type: none"> • Strong skills in project documentation through all lifecycle phases (e.g., project charter, managing project budget, maintaining RAID log, status reporting, and project closure) • Strong project management methodology background, including familiarity with PMBOK concepts <p>Communications</p> <ul style="list-style-type: none"> • Produce organized, detailed, and well written reports • Strong presentation, communication, and facilitation skills (i.e., oral and written) • Ability to clearly articulate messages to a variety of audiences, including senior leadership levels • Skilled in developing and maintaining relationships with peers and leaders <p>Team Engagement</p> <ul style="list-style-type: none"> • Flexible and adaptable - adjust positively to situations involving ambiguity, rapidly changing tasks, shifting priorities, or simultaneous demands • Must be a team player and able to work collaboratively with others • Comfortable with driving discussion and holding teams and individuals accountable for success • Commit to inclusion and diversity, and openness to new ideas and perspectives • Cultivate unity and enthusiasm within team members and associates • Empower team members to provide valuable input and make decisions with confidence <p>Critical Thinking</p> <ul style="list-style-type: none"> • Problem solving and root cause identification skills • Aptitude to learn quickly and to rapidly apply new skills to execute project tasks • Make independent decisions in ambiguous situations and provide recommendations

Competencies:	Adherence to CoreFirst Values: Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.
Other Skills:	

Physical Requirements:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required.</p>
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
Other:	<ul style="list-style-type: none"> • Applicants must pass a drug screen and background checks • Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the employee portal
CoreFirst Employment Practices:	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, _____, acknowledge by my signature below that I have received a copy of my position description.

 Print Name

I have read and understand my job duties and responsibilities as _____ (title). I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? _____ Yes _____ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

Employee Signature Date HR Representative Signature Date

Revised 7/17/2023

