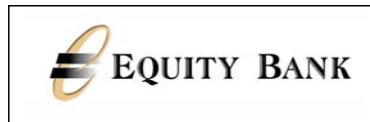


## Director of Project Management

**Position:** Director of Project Management  
**Department:** Strategic Initiatives  
**Location:** Wichita Rock  
**Salary:** FT Salary



### Summary

The Director of Project Management leads Equity Bank's Project Management Office (PMO) and is responsible for managing the on-time and on-budget delivery of the Bank's project portfolio including strategic initiatives. This role requires the Director to institute and execute the processes by which all projects are managed, tracked, and reported in a consistent manner. The Director will be accountable for delivering against key project indicators, including schedule, budget, technical delivery, and business readiness. The Director must be able to provide leadership for driving stakeholders toward successful implementations and maintain a centralized view of all initiatives, their prioritization, and their interdependence for delivering against organizational objectives. The Director will also facilitate the prioritization and implementation of projects and strategic initiatives.

### Responsibilities and Expectations

- Manage and provide leadership for the Project Management Office and Project Management Team with guidance to employees on departmental projects/issues, coach and develop implementation plans, lead development conversation and answer day to day questions for team members.
- Help guide on project scope, definition, and performance criteria to ensure alignment with business strategy.
- Provide management and leadership to the Project Management team to support and manage multiple complex projects, ensuring alignment across the Bank's teams on goals, plans, and deliverables.
- Exercise strategic thinking in prioritizing workload, as well as proper escalation to leadership.
- Build and maintain relationships with teams across the company.
- Serve as primary point of contact for select external stakeholders.
- Drive project plan development, deployment and adoption of new strategies and process improvements in partnership with departmental partners.
- Partner with process managers to identify improvement opportunities, develop business cases, and drive the prioritization and delivery of the projects.
- Ensure capabilities are driven in support of meeting functional performance targets.

### Required Skills & Education

- Bachelor's Degree, MBA or other professional degree preferred.
- At least 5-10 years of Project Management experience is required.
- Strong understanding of Waterfall and Agile methods; stakeholder management; budget management, risk management, and operations.
- Excellent organizational and time management skills; impeccable attention to detail.
- Strong interpersonal skills with proven ability to collaborate, foster relationships and work cross-functionally.
- Highly skilled at guiding and aligning multiple stakeholders towards an outcome.
- Ability to work independently as a self-starter with minimal managerial supervision.
- Proven ability to manage a high-volume workload efficiently

The above statements are intended to generally describe the nature and level of work to be performed by most people assigned to this job. It is not intended as an exhaustive list of all responsibilities, duties, and requirements.

## Director of Project Management

### Physical Requirements

This position requires standing, walking, bending, and squatting on a regular basis. May require the ability to stoop, kneel, crouch or reach with hands and arms. Requires the ability to carry, lift, move or push up to 10 pounds on an occasional basis. Must be able to talk and listen to others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Work Environment

This position regularly works in an office setting. Most of the job duties require the employee to be working with computers and electronic media on a regular basis.

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