

# Job Description



<b>Job Title:</b>	<b>Senior Director, Corporate Program Management Office (CPMO)</b>		
<b>Location:</b>	Dulles, VA	<b>Travel Required:</b>	10%
<b>Level/Salary Range:</b>	\$105,000 - \$115,000	<b>Position Type:</b>	Full Time
<b>Date Posted:</b>	9 March 2018	<b>Posting Expires:</b>	Until filled
<b>Mandatory Job Requirements:</b>	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in IT, Project Management, Business Administration, Finance or 10+ years providing IT PMO Management.</li> <li>✓ 10+ years' experience managing IT projects in project management, information systems, system implementation, or business process analysis/re-engineering.</li> <li>✓ 5+ years demonstrated experience supervising professional staff as well as leading, directing, and coordinating the activities of a complex IT Project Management Office or Enterprise Project Management Office.</li> </ul>		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> Michelle Dionne, Corporate Recruiter, <a href="mailto:michelle.dionne@imcva.com">michelle.dionne@imcva.com</a> <b>Email Subject Line:</b> Senior Director, Corporate Program Management Office			
<b>Job Description</b>			

The senior director is a professional able to support projects and programs independently and acts as the corporate support for project and delivery managers. Activities are centralized around resource and work planning & control, budget management, change management, and product quality control. The senior director works closely with the vice president to direct and oversee the Corporate Program Management Office (CPMO) at the corporate headquarters.

## Responsibilities:

- Ensures IT programs and projects meet organization goals and requirements.
- Develops and implements CPMO processes and policies, directs project management staff, and works with other department and project leaders to define, prioritize, and develop projects and programs.
- Directs, oversees and/or assists in the management of IT governance activities including administration of the IT Project Management Office.
- Creates functional strategies and specific objectives for projects and IDIQs. Develops and tracks budgets/policies/procedures to support the CPMO functional infrastructure.
- Establishes and implements project/program/portfolio management road maps for driving the implementation and ongoing maturity of IT's project governance, project management and business analysis functions.
- Coordinates, champions and/or supports the development and/or adoption of corresponding methodologies, frameworks, standards, processes and tools suitable to the current and future IT/business environment.
- Leads the evaluation and selection of project management and/or business analysis software and tools which best meet IMC's needs.
- Assists program and project teams with change management, project coaching and training on processes and tools.
- Oversees the provision of strategic and tactical support for effective, efficient, and cost-effective implementation and delivery of strategic initiatives and projects aligned to IMC's strategic priorities.



- Equips business leaders and stakeholders in arriving at data-driven decisions regarding the prioritization of proposed projects.
- Compiles and reports current and accurate initiative, program and portfolio metrics.
- Assists with risk assessments and alternative scenarios for management of key initiatives and programs.
- Provides leadership, direction and mentoring to personnel to achieve maximum effectiveness; maintains effective communication within the department.
- Report generation following a predefined script as well as preparation of custom reports for project needs.
- Help with implementation of IMC standard project management methodology.
- MS Project workplan management support; keeping track of plans, budget, quality standards, deliverables and dependencies.
- Project metrics reporting and project finance management.
- Facilitation of internal and external meetings.
- Monitoring of relations between project areas and active improvement submission.
- Organizing project resource management.

#### **Required Qualifications and Skills:**

*Note: These are mandatory items that all candidates must have when making application to IMC for this position. Please ensure that your submission addresses each of these requirement items. Candidates without these required elements will not be considered.*

- Bachelor's degree in IT, Project Management, Business Administration, Finance, or 10+ years providing IT PMO Management.
- 10+ years' experience managing IT projects in project management, information systems, system implementation or business process analysis/re-engineering.
- 5+ years demonstrated experience supervising professional staff as well as leading, directing and coordinating the activities of a complex IT Project Management Office or Enterprise Project Management Office.
- Program and project planning, budgeting, scheduling, and resource management skills.
- Ability to analyze and interpret critical path, draw conclusions, and prepare clear and concise reports and recommendations.
- Proficiency with MS Office Suite (Word, Excel, Power Point, Visio) and Microsoft Project.
- Experience in management and negotiations with subcontractors and third-party vendors.
- Extensive experience working in a team-oriented, collaborative environment.
- Comprehensive knowledge of industry-standard project management best practices.
- Considerable knowledge of project management software and reporting systems.
- Practical knowledge of full lifecycle development and implementation methodologies.

#### **Desired Skills:**

- Knowledge of developing, implementing and monitoring IT program and project delivery.
- Superior ability to build relationships and collaborate with senior leadership, peers, and staff at all levels.
- Superior presentation skills and ability to intuitively present ideas and concepts to staff and management at all levels.
- Strong business acumen.



- Ability to effectively and intuitively communicate with business partners and IT personnel.
- Excellent verbal and written communication skills and interpersonal communication skills.
- Highly self-motivated, self-directed and attentive to detail.
- Ability to effectively prioritize and execute tasks under pressure.

**Background Information:**

Innovative Management Concepts, Inc. (IMC), a Service-Disabled Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. Find out more about IMC at [www.imcva.com](http://www.imcva.com).

***IMC is an Equal Opportunity Employer***