

### Posting Information

**Position Title:** Project Management Office (PMO) Manager

**Position Type:** Full-Time

**Position Location:** Lehi, Utah

**Position Pay:** \$80,000 – 90,000

**Hiring Manager:** Abe Young | [hr@saprea.org](mailto:hr@saprea.org) | 385-262-7253

### Organizational Purpose

We empower healing for individuals who were sexually abused as children or adolescents through retreats, support groups, and online resources. We educate and engage parents and caregivers to protect children from sexual abuse through community and online resources. We drive awareness to motivate individuals to take action against child sexual abuse.

### Qualifications

We are seeking a PMO Manager to provide managerial and reporting oversight for all project managers. The successful candidate should be trained and competent in both Waterfall and Iterative/Agile project management methodologies and be capable of modeling these methodologies for other teams. This position will be responsible to provide key input in creating the organization's PMO strategy, and provide oversight in implementing, monitoring, and maintaining that strategy.

#### *Educational/Professional Requirements*

- Bachelor's degree or equivalent work experience
- PMI-ACP or PMP Certification is a plus

#### *Experience Requirements*

- 8-10 years in a project or program management role.
- Experience managing projects using both Waterfall and Iterative/Agile methodologies.
- Experience using LeanKit or other iterative project management products is a plus.
- Experience managing a team of remote employees is a plus.
- Experience using business intelligence products is a plus.
- Non-profit experience is a plus.

### Responsibilities

- Coordinate the work of separate teams with many and varied deliverables that are dependent on each other.
- Collaborate with team managers in responsibly growing the organization's capacity
- Oversee organization's internal planning and iterative project delivery.
- Manage vendor projects and deliverables.

- Build and implement project plans.
- Define and manage a detailed project schedule.
- Collect, track, and report on project metrics.
- Mitigate and manage risks.
- Support employee adoption of project management processes and tools.
- Assess project post-implementation with the team and stakeholders to ensure all deliverables have been completed.
- Ensure and manage stakeholder satisfaction throughout a project.
- Manage the relationship with third-party vendors as necessary.
- Assess and reduce wasteful activities and artifacts in the organization's project management processes.
- Create processes to streamline work as necessary.
- Facilitate an appropriate amount of consistency across teams.

### **Benefits**

- Hybrid work schedule
- Flex Time
- 10 paid holidays
- Paid time off
- Parental leave
- Health insurance
- Health savings account
- Flexible spending account
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- 401(k) matching
- Professional development assistance
- Complimentary off-site health facility
- Employee assistance program
- 15-30 minutes dedicated each day for staff mental health