



Job Description

TITLE: Project Manager

REPORTS TO: IT Manager

PURPOSE:

The Project Manager is responsible for planning, executing, and delivering strategic initiatives across the entire credit union. This role defines project objectives, develops comprehensive plans, manages resources and budgets, and ensures alignment with organizational goals. You will collaborate with business units, technical teams, and external partners to drive projects from initiation through successful completion.

This is a hybrid position that requires flexibility to work from multiple DMCU branch locations, as needed and based on business needs.

PRIMARY RESPONSIBILITIES:

- Plan, develop, implement, and direct project plans for enterprise-wide initiatives
- Develop and maintain detailed project schedules, resource allocations, timelines, and communication strategies; track budget expenditures and implement controls to ensure projects remain within approved budgets
- Coordinate and oversee work performed by project team members; partner with all relevant departments to ensure deliverables meet business requirements
- Monitor progress of all projects against established goals and timelines, adjusting plans as necessary to keep projects on track
- Provide continuous status updates and reports to business sponsors, cross-functional teams, vendors, and executive leadership
- Maintain a level of knowledge on credit union financial processes as they relate to the core applications
- Maintain a level of knowledge of core back-office operations and systems

BSA COMPLIANCE:

This job requires an understanding of and compliance with the Bank Secrecy Act, OFAC, the USA PATRIOT Act, and related credit union policies and procedures, including the reporting of suspicious activity, including insider abuse, as directed. The role includes the management and support of subordinate team members' responsibilities in these areas.

JOB COMPETENCIES:

- Communication
- Decision-Making / Judgment
- Stakeholder Management



Job Description

- Risk Assessment
- Organizational Skills

REQUIREMENTS:

- 3 to 5 years of end-to-end project management, preferably within regulated or financial-services organizations
- Proficiency with project-management platforms such as Microsoft Project
- Bachelor's degree in Business, Information Technology, Project Management, or related field preferred (or equivalent experience)
- Certifications: PMP, CAPM, Certified ScrumMaster (CSM), or similar credential strongly preferred
- Excellent verbal and written communication; proven ability to manage multiple concurrent projects; strong understanding of risk-management and compliance considerations
- Completion of all required compliance and information security training annually

WORKING CONDITIONS:

- Ability to lift 15-20 lbs.
- Ability to sit/stand for long periods of time