**Job Title**: Director of Project Management Office (PMO)

**Level**: Mid-Senior Level

**Location**: Washington, DC

**Reporting to**: Chief Operations Officer

**ORGANIZATIONAL INFORMATION:**

WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. Since 2009, WEConnect International has provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over $1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.
[**http://www.WEConnectInternational.org**](http://www.WEConnectInternational.org)

**JOB SUMMARY**

The Project Management Office (PMO) ensures that donor funded projects are executed effectively and efficiently assuring delivery on time and within budget. The PMO is responsible for developing and maintaining high standards to represent the brand to donors by establishing best in class project management methodologies, standards, and tools. This individual communicates to Executive Management on all projects within the program portfolio. The Director of PMO oversees the project management process including governance, team leadership, monitoring, prioritization, communication, and quality controls. The PMO Director should have a proven track record of successful project delivery, an ability to improve project management practices and substantial team leadership experience with a focus on team development in government contracting or not for profit entities.

**ESSENTIAL DUTIES**

Governance:

* Establish the PMO role and create a Center of Excellence in alignment with Project Management Institute (PMI) guidelines, quality standards and company requirements.
* Seek implementation efficiencies to meet or exceed the financial expectations established at project initiation.
* Develop, implement, and govern program management processes, dashboards, templates, policies, and metrics.
* Monitor compliance with project policies and standards.

Team Leadership:

* Coach and mentor project management practitioners and share knowledge of best practices.
* Establish the PMO organization structure, hire and manage project staffing requirements in line with project objectives.
* Coordinate project deliverables with Project Managers, Analysts, Market Leads, Regional Directors, and support contractors in a direct and indirect reporting structure.
* Set annual performance targets for direct reports and conduct performance reviews.
* Oversee Project Managers for the delivery of projects/programs on time, within scope and on budget.

Prioritization:

* Provide executive leaders with the information needed to assess and decide which proposals have the highest potential value, impact, and strategic alignment.
* Interface with executives to define project priorities, implementation opportunities, challenges and communicate project risks and opportunities.

**HANDS-ON SKILLS & EXPERIENCE**

* Skilled at managing teams and projects in not for profit or government contracting entities.
* Excellent ability with identifying sources of funding and business development opportunities.
* Successful with outreach strategies
* Facilitates the development of grant applications and business proposals
* Direct responsibility for planning, organizing and the direction of the organizations project management office and programs.

**ADDITONAL QUALITIES**

* Expert-level knowledge of project and change management, methodologies, techniques, processes (e.g., Project and Portfolio Management Methodology – PPM).
* Budget, cost, and profitability management skills.
* Knowledge of resource management tools.
* Ability to influence without authority.
* Flexible, adaptable, and resourceful when managing changing timelines and multiple deliverables.
* Demonstrated leadership ability to establish and manage a high-performance team.
* Motivated to build relationships at executive levels with customers, and vendor groups.

**EDUCATION & TRAINING**

* Master’s degree in Business Administration, or related field required.
* A minimum of 10 years of project management experience preferred.
* PMP or PJMP highly desired.

**Benefits & Compensation**

* Medical, dental and vision insurance
* Flexible spending accounts
* 403b retirement savings plan
* Group term and supplemental life insurance
* Short-term disability, long-term disability
* Employee assistance program
* Adoption Assistance and education reimbursement
* Additionally, all benefit eligible employees have paid time off, paid holidays, sick leave, and floating holidays

**How to Apply**: Qualified candidates must submit a resume and cover letter with salary requirements to jobs@WEConnectInternational.org. Please note that documents need to be received in PDF form.

**Use Subject Line**: PMO\_YOUR NAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.