



## Director of Projects

### Job Scope

The Director of Projects is a senior leadership position responsible for overseeing and managing the organization's portfolio. This role involves leading a team of project managers, setting project management standards, ensuring successful project delivery, and driving continuous improvement. In addition, the Director of Projects collaborates with cross-functional teams, establishes project governance, monitors performance metrics, and manages stakeholder relationships to achieve project objectives and organizational goals.

### Responsibilities

- Develop and execute the organization's project portfolio strategy, aligning it with overall business objectives.
  - Define project selection criteria, prioritize projects, and allocate resources based on strategic importance and available capacity.
  - Conduct project assessments, risk evaluations, and feasibility studies to inform project selection and prioritization decisions.
  - Monitor and track the progress of projects within the portfolio, ensuring adherence to timelines, budgets, and quality standards.
  - Provide leadership and guidance to a team of project managers, setting project management standards, methodologies, and best practices.
  - Oversee project planning, execution, and control activities, ensuring project objectives are achieved within scope, budget, and schedule.
  - Foster a culture of project management excellence, promoting collaboration, knowledge sharing, and continuous improvement.
  - Establish and maintain project governance frameworks, including project charters, roles and responsibilities, and decision-making processes.
  - Collaborate with senior leadership and key stakeholders to understand project requirements, objectives, and success criteria.
  - Manage stakeholder relationships, expectations, and communications throughout the project lifecycle.
  - Conduct regular project status meetings and stakeholder updates to ensure alignment and transparency.
  - Proactively address stakeholder concerns, conflicts, and risks to maintain positive relationships and project support.
  - Optimize resource allocation across projects, ensuring the availability of necessary skills, expertise, and capacity.
  - Collaborate with functional managers to assign project resources and balance workloads.
  - Monitor resource utilization, identify bottlenecks, and recommend adjustments to maximize efficiency and project delivery.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Identify and assess project risks, develop risk mitigation strategies, and monitor risk mitigation plans.

Implement proactive measures to minimize project risks and effectively respond to unforeseen issues or challenges.

Facilitate issue resolution and escalation processes, ensuring timely resolution of project-related problems.

Promote lessons learned and knowledge sharing across projects to enhance future risk management practices.

Establish and monitor project performance metrics, such as schedule adherence, budget variance, quality, and customer satisfaction.

Implement project tracking and reporting mechanisms to provide stakeholders with accurate and timely project status updates.

Analyze project performance data, identify trends, and recommend corrective actions or process improvements as necessary.

Prepare and present regular project reports to senior management, highlighting achievements, challenges, and recommended actions.

Drive a culture of continuous improvement in project management practices, methodologies, and tools.

Lead initiatives to standardize and optimize project management processes, templates, and documentation.

Promote adopting project management best practices and lessons learned across the organization.

Stay abreast of industry trends, emerging technologies, and project management advancements.

## Requirements

- Bachelor's degree in Project Management, Business Administration, Engineering, or a related field (Master's degree preferred).
- Extensive experience (typically 10+ years) in project management, with a track record of successfully managing complex projects.
- Proven experience in leading and managing a team of project managers and multidisciplinary project teams.
- Strong leadership and team management skills, with the ability to inspire and motivate project teams.
- Excellent communication and interpersonal skills to effectively collaborate with stakeholders at all levels.
- In-depth knowledge of project management methodologies, tools, and best practices.
- Solid understanding of project governance, risk management, and change management principles.
- Strong analytical and problem-solving skills, with the ability to assess complex situations and make informed decisions.

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Ability to navigate ambiguity, adapt to changing environments, and prioritize multiple projects and deadlines.

Familiarity with project management software and tools.

Professional certifications in project management (e.g., PMP, Prince2) are highly desirable.