IT Enterprise Program Manager

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking an IT Enterprise Program Manager to build upon their 50+ year leadership in housing finance.

Summary:
The IT Enterprise Program Manager position is responsible for leadership, planning, implementation and support of large complex technical and software projects and programs of work that will improve operations and/or increase efficiency of IHDA's business processes.

Essential Functions:

- Use industry best practices and project management tools to track project performance, schedule adherence, dependencies and proactively manage risk.

- Communicate status via dashboards to the project team and executives using metrics to prove the program is on track and being delivered on time with high quality.

- Manage cross functional matrixed teams across our vendors, IT, the business, and executives.

- Coordinate project team members, develop schedules, individual responsibilities and ensure skills gaps are filled to meet project expectations.

- Keep stakeholders informed of the program progress and changes that could impact the program schedule or budget.

- Implement and manage a change management process to track variances to schedule and budget from initial approved project scope.

- Implement IT strategies that deliver projects on schedule and within budget with minimal issues.

- Identify key tangible project deliverables that prove the quality and status of the project.

- Manage resources for projects, such as computer equipment. licenses and employees.

- Conduct risk assessments for projects.

- Organize meetings to discuss project goals and progress across multiple levels of in IT and the Business.

- Ensure system design, architecture and all technical and functional documentation is completed at the appropriate milestones and before the project is promoted to production.

- Implement and manage post production release support process including tracking of issues, problem management, RCA's, impact and ensuring SLA's are met.

EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:

- High school diploma or equivalent required; bachelor's degree preferred (especially in the computer science or engineering scope); Certification in project management preferred; Lean Six Sigma certification desired.

- 10-15 years of strong technical project management and leadership skills with managing multiple large scale projects concurrently and the matrixed teams involved with them. At least 5 of those years in the Program Manager role.
- Proven experience with managing large complex programs of work using industry standard project management methodologies.
- Strong budget and contract management skills including managing multiple vendors and budgets of at least $10 million.
- Familiarity with IT standards such as SSAE SOC2, ISO 27001, PCI, HIPAA/HITECH, NIST, CSA/CCM, ITIL; familiarity with programming languages, software development methodologies, and working with functional and technical teams to drive to the right technical solution to solve the business problem.
- Advanced computer skills and in-depth knowledge of different operating systems, network administration and service desk administration; computer proficiency in programs such as SharePoint, Microsoft Office, and Microsoft Project (or similar Project Management tools).
- Strong written and verbal communication skills to coordinate and explain technical issues with team members and management; analytical and problem-solving skills to handle any issues that occur during project completion.
- Organization and time management skills to keep projects on track and within budget, excellent cross team resource planning and task scheduling skills.

Excellent benefits package, including 401(k); immediate vesting.

To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=425359&source=CC2&lang=en_US

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