Position summary:
The Program Manager I – MMP (Mainframe Migrations Program), reports to the EPMO Program Director. This role will provide day-to-day hands on program management oversight and governance for a key program to support the migration of multiple critical applications from mainframe to an open systems environment. The Program Manager I – MMP has in-depth knowledge and experience with complex IT solutions, a proven track record of facilitating work groups and steering committees and serves as key resource within the EPMO governance team to ensure the overall success of the MMP program. The role demands strong attention to the day-to-day details and production of high quality reports consumed weekly by the program.

Qualifications required:
- B.S. degree in Business Management, MIS or equivalent
- 5-7 years as project manager in IT/financial services
- Ability to travel up to 20% (between NYC and NC)
- Strong facilitation skills with working committees and steering committees
- Subject matter expertise in Microsoft Project V10 with the ability to construct complex program plans, perform analysis, define work stream interdependencies, as well as report and defend recommendations on all aspects of program governance within demanding timeframes
- Proficient with the MS Office Suite with a focused ability to create concise and compelling presentations in PowerPoint in a demanding and quick paced environment (Flash Reports in PowerPoint, Excel Workbooks, etc.)
- Positive track record of delivering large scale complex projects & initiatives
- Ability to communicate with highly technical/quantitative as well as non-technical partners
- Collaborative team player with the ability to connect across groups with proven ability to influence stakeholders
- Knowledge of project management methodologies as well as SDLC and Agile
- Demonstrates commitment to excellence by anticipating needs, mitigating risks and minimizing potential problems
- Strong attention to detail
- Communicates crisply and candidly

Qualifications desired:
- Management consulting background in IT
- PMP Certification
- Experience in Lean Six Sigma methodologies

Essential functions and responsibilities:
- Ability to facilitate productive meetings at the work group and steering committee levels of TCH
- Executes the proper risk/issue disciplines to deliver the best outcomes for our customers, clients, and shareholders and to protect our company’s reputation
- Driving consensus and resolving conflicts quickly
- Thinking broadly about interdependencies
- Establishing and maintaining program management standards, tools and routines including but not limited to:
  - Capacity planning and forecasting
  - Structuring of programs and projects
  - Resourcing/forecasting
  - Governance and control
  - Aggregate portfolio/program reporting
- Ability to create work materials in a timely manner
Physical demands and work environment:
Work is generally sedentary in nature, but may require standing and walking. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

**PLEASE APPLY IMMEDIATELY** by emailing in a single submission: a letter of interest describing your experience and interest in the position, your resume and names or letters of reference immediately to: human.resources@theclearinghouse.org.

Please use “**Program Manager, Mainframe Migration**” as the subject of your email. Only complete applications will be reviewed.

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