

## **Project Manager-Lead**

### **JOB SUMMARY**

The PMO Team Lead is responsible for overseeing a team of IT Project Managers and ensuring the overall success and vision of projects across the organization. This role focuses on leadership, relationship-building, and collaboration, while setting strategic direction for project execution. The Team Lead will guide and support the project management team, fostering a collaborative culture of accountability and innovation. By building strong relationships across departments, the PMO Team Lead ensures alignment with organizational goals and promotes effective communication.

In addition to overseeing project execution, the PMO Team Lead is responsible for shaping the long-term project vision, coordinating resources, managing risks, and driving consistent delivery within established frameworks. This role works closely with senior management, providing insights and ensuring continuous improvement in project management processes. It requires a solution-oriented leader with the ability to resolve project challenges and deliver strong results.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Leadership & Team Management:**

Manage, mentor, and develop a team of Project Managers within the PMO.

Foster a high-performing, collaborative environment focused on accountability and innovation.

Provide leadership to the PMO team in the execution of projects, ensuring alignment with company objectives.

Manage resources, assigning work to balance workloads while maximizing utilization

#### **Project Standards & Best Practices:**

Define, implement, and maintain consistent project management methodologies, tools, and standards.

Ensure the successful delivery of projects through the development of governance frameworks and reporting mechanisms.

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Lead the continuous improvement of project management processes to increase efficiency, quality, and speed of execution.

Industry benchmarking and SWOT analysis for future short- and long-range strategic planning.

**Strategy & Road Map Development:**

Assist in managing the implementation of the long-term strategy and road map for the PMO, ensuring alignment with the company's strategic vision and goals.

Set departmental goals, priorities, and milestones to drive successful project outcomes.

**Cross-Departmental Collaboration:**

Act as a key liaison between the PMO and other business units, fostering strong relationships to ensure optimal communication and alignment.

Collaborate with department heads to ensure projects meet business objectives, addressing challenges or conflicts to maintain progress.

**Risk Management & Problem Solving:**

Proactively identify potential risks or bottlenecks in projects and develop mitigation strategies to ensure smooth execution.

Provide guidance and decision-making support to resolve complex project challenges.

**Stakeholder Communication & Reporting:**

Communicate project performance, risks, and issues to senior management and key stakeholders.

Develop and present comprehensive reports on project metrics, timelines, and resource utilization.

**Minimum Qualifications:**

Bachelor's degree in Business Administration, Information Technology, or a related field.

Minimum 7-10 years of experience in project management, with at least 3-5 years in a leadership or management role overseeing teams.

PMP or equivalent project management certification.

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Demonstrated success in managing large-scale, complex IT projects, particularly in a client-facing capacity.

Proven experience establishing and managing a PMO, including implementing project standards and governance frameworks.

Demonstrated ability to forge collaborative relationships with key stakeholders

Experience in change management and risk mitigation for large, multi-faceted projects.

Proficiency with project management tools (e.g., Smartsheet, MS project, JIRA, Trello) and methodologies (Agile, Waterfall).

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**Qualifications (Preferred):**

Master's degree in Business Administration, Information Technology, or a related field.

10+ years of project management experience, with 5+ years in a senior leadership role managing large-scale IT portfolios.

Proven track record of building and leading diverse, inclusive teams with strong mentorship and coaching skills.

Experience working with senior leadership to align project management activities with overall business strategy.

Familiarity with emerging project management technologies and a proven ability to drive innovation within teams.

Advanced experience in budget management, resource allocation, and financial oversight for multiple, large projects.

Strong cross-functional collaboration skills, with experience working across departments to resolve conflicts and ensure alignment.

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### Areas of Knowledge, Skills, and Abilities:

- **Leadership & Mentorship:** Strong leadership skills with the ability to coach, mentor, and develop high-performing, diverse teams.
- **Project Management Expertise:** Proficiency in project management methodologies (Agile, Waterfall) and tools (Smartsheet, MS Project, JIRA, Trello).
- **Change Management & Risk Mitigation:** Expertise in leading change management efforts and proactively identifying and mitigating risks.
- **Communication & Collaboration:** Excellent communication skills with the ability to foster open, collaborative relationships across departments and stakeholders.
- **Strategic Thinking:** Ability to develop long-term strategies, roadmaps, and departmental goals aligned with organizational objectives.
- **Problem-Solving:** Strong problem-solving and decision-making skills, with the ability to manage complex challenges and keep projects on track.
- **Innovation & Technology:** Knowledge of current and emerging technologies to drive process improvements and efficiency.
- **Budget Management:** Experience managing project budgets and ensuring resource allocation promotes cost-effectiveness and equity.
- **Talent Development:** Commitment to developing team members' careers and supporting inclusive succession planning.
- **KPI & Performance Tracking:** Ability to establish and monitor key performance indicators (KPIs) to track and improve project outcomes.

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## PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position is remote and can reside anywhere in the continuous United States or Australia.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing duties of this job, employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; crouch; bend; talk; and hear. The employee must occasionally lift and move up to 10lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** The noise level in the work environment is typically low.

Gelbgroup provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

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We work with multifamily, student housing, affordable, retail, industrial and commercial real estate owners and operators, property management firms, institutional investors, and real estate brokers nationwide, many of whom are among the real estate industry's largest and most prestigious leaders. We are strategic partners with leading software vendors to bring best-in-breed solutions to every client.

We offer a competitive salary in addition to health benefits, PTO, and 401k. As a rapidly growing company there is room for personal development, and upward mobility.

If you are interested in this opportunity, please submit your resume to: [careers@gelbgroup.com](mailto:careers@gelbgroup.com) for consideration

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