

First Resource Bank, headquartered in Exton, PA, is looking for a Project Manager/Product Development individual, whose primary duties are implementing, managing and executing projects relative to commercial banking products and services throughout the organization.

The Project Manager will report to the Executive Vice President, Chief Operating Officer and oversee all aspects of projects and will provide operational/service leadership and direction. The Project Manager will apply in-depth knowledge, perspective and advisory services throughout the project. The Project Manager will be responsible for overseeing and completing multiple projects on an ongoing and regular basis, individually or as part of a team that includes staff across the organization. The Project Manager will be responsible for initiating, planning, executing, monitoring and completing projects timely. Candidate must have general understanding of principles in project management and business analysis in one or more technologies and has the ability to work independently. This position requires a minimum of 3 years work experience managing and executing projects and product development in financial institution services, specifically Commercial Banking.

Primary duties include but not limited to the following;

- Independently complete and oversee small, medium and large scale projects.
- Develop plans that includes goals, timelines, strategy and staffing.
- Coordinate all aspects of technical projects from initiation through delivery.
- Coordinate activities of project team, identify appropriate resources needed of impacted business units and develop schedules to ensure timely completion of project.
- Provide oversight on project status related to scope, schedule and budget to Executive Management and the Product Committee.
- Identify and manage project risk and create project risk assessment in collaboration with the bank's Chief Risk Officer, assess risk when business decisions are made, and demonstrate consideration of the Bank's reputation and safeguarding the Bank's clients and assets.
- Monitor effectiveness of project processes and methodologies and implement improvements as necessary.
- Full ownership of one or more processes, reports, procedures or products, and will also be considered analytical or procedural subject matter expert on processes and deliverables.
- Complete and manage daily tasks related to a project / product or service delivery, working with staff in the bank.
- Participate in vendor selection, negotiation and interact with Executive Management.
- Work closely with end users and third party technology vendors to understand and prioritize business goals and information needs related to the project.
- Effectively manage all third party vendors or outsourced resources related to a project.
- Create business processes across the enterprise to build out and manage workflows on a continuing basis.
- Ensure change control is documented and executed throughout projects.
- Create analytical and data reports utilizing Cognos BI (Business Intelligence).

We value experienced individuals who are willing to learn and are ambitious to challenge themselves to get to the next level in their career, we are in search of candidates who have the following skills/requirements;

- Ability to lead and manage a project team, facilitate commitment and motivate project team members in addition to managing expectations of Executive Management and communicate the status of project milestones.
- Experience with project methodologies and techniques, and their application in banking business and technical environments.
- Experience with banking business processes sufficient to communicate and work with staff, management and vendors.
- Excellent verbal and written skills, including experience presenting to Executive Management.
- Strong organizational and analytical skills.
- Ability to work independently and meet deadlines.
- Manage projects and adapt as needed to changing business priorities.
- Good computer skills, proficient with Microsoft office applications and Cognos BI.

Candidate must have a minimum of 3 years of banking experience, preferred qualifications include PMP Certification and knowledge of Jack Henry Core Solutions, ProfitStars Workflow. Previous experience as a Project Analyst is a plus.

At First Resource, you will enjoy an incredible family-style atmosphere where all the employees know each other, and the bank is extremely involved in the community. Our excellent benefits package reflects how our employees truly come first and the education you will receive about the banking industry is second to none. Because we are rapidly growing, there are many opportunities for advancement.

We offer:

- Excellent annual compensation commensurate with experience.
- Health, dental, vision, short & long term disability and life insurance.
- Enrollment in 401K plan with company contribution (after 6 months of service).
- Optional enrollment in ESPP stock plan (after 6 months of service).
- Paid time off.
- Additional days off for Federal Holidays.

Send resume, cover letter and salary requirements to HR@FirstResourceBank.com to apply