



Vice President, Enterprise Project Manager

First Resource Bank, a thriving community bank headquartered in Exton, PA, and recognized as one of the “Best Places to Work,” is seeking an experienced and motivated Vice President, Enterprise Project Manager to join our Operations team.

The VP, Enterprise Project Manager is responsible for leading, developing, and continuously improving First Resource Bank's enterprise project management program. The position establishes and matures project management standards, governance, reporting, accountability, and performance measurement across the Bank while facilitating successful project execution.

The Enterprise Project Manager serves as the central coordinator for Bank projects from initial approval through implementation and post-implementation review. The position works across all business lines to facilitate project execution, establish consistent project management practices, maintain project governance, monitor timelines and deliverables, manage project documentation, track risks and issues, and ensure projects remain aligned with the Bank's strategic priorities.

The Enterprise Project Manager works closely with Executive Sponsors, Business Owners, business line leadership, vendors, project teams, and key stakeholders throughout the project lifecycle. The position promotes accountability, transparency, consistency, and successful project outcomes while helping ensure the Bank realizes the expected operational, strategic, customer, compliance, risk management, and financial benefits of approved projects.

As the Bank's project management function evolves, this position will help shape and expand project management capabilities, processes, reporting, tools, governance, and portfolio management practices across the organization.

This is an excellent opportunity for a collaborative professional who enjoys working across departments, building relationships, and contributing to the overall strength and quality of the Bank's project execution and long-term strategic success.

Essential functions/responsibilities include, but are not limited to:

Enterprise Project Management Program

- Lead the development, administration, and continuous improvement of the Bank's enterprise project management program.

- Establish, maintain, and enhance project management standards, processes, procedures, templates, reporting, and governance practices.
- Promote consistent project management practices across all business lines.
- Serve as the Bank's subject matter expert for project management methodology, governance, reporting, and implementation.
- Identify opportunities to improve project execution, communication, accountability, resource utilization, and project outcomes.
- Support the continued evolution and maturity of the Bank's project management function.

Project Planning and Coordination

- Facilitate project planning, implementation, monitoring, and post-implementation activities.
- Partner with Executive Sponsors and Business Owners to define project scope, timelines, milestones, resource requirements, implementation plans, and expected outcomes.
- Coordinate project activities across business units, departments, and stakeholder groups.
- Monitor project progress and help ensure milestones, deadlines, deliverables, and commitments remain on track.
- Identify, communicate, and escalate project risks, issues, dependencies, resource constraints, and implementation concerns as appropriate.
- Support Business Owners and Executive Sponsors in resolving project challenges and maintaining project momentum.
- Ensure projects remain aligned with approved objectives, priorities, and strategic initiatives.

Meeting Facilitation and Project Administration

- Organize, facilitate, and document project meetings, working sessions, status meetings, implementation meetings, and project reviews.
- Prepare agendas, document decisions, maintain meeting records, and distribute follow-up communications.
- Track action items, assignments, deadlines, commitments, and project dependencies.
- Maintain centralized project documentation and records throughout the project lifecycle.
- Ensure project records remain organized, current, complete, and audit-ready.

- Administer and maintain the Bank's project management platform and supporting project documentation repositories.

Project Portfolio Management

- Maintain and oversee the Bank's enterprise project portfolio.
- Monitor project status, implementation activities, resource utilization, timelines, project health, and portfolio performance.
- Maintain accurate project reporting, dashboards, portfolio metrics, executive reporting, and committee reporting.
- Prepare project reporting for Executive Management, the Technology Strategy Committee, Board Committees, and other governance groups as needed.
- Identify projects requiring escalation, executive intervention, reprioritization, additional resources, or enhanced oversight.
- Support Executive Management with project prioritization, capacity planning, and resource allocation.

Benefits Realization, KPI Development, and Performance Measurement

- Partner with Executive Sponsors and Business Owners to establish measurable project objectives, key performance indicators (KPIs), success measures, expected business benefits, operational improvements, risk reduction objectives, compliance objectives, and return on investment metrics, when applicable.
- Ensure approved projects have clearly defined success measures before implementation begins.
- Track and report project performance against approved objectives, milestones, success measures, and expected outcomes.
- Coordinate post-implementation reviews to evaluate project performance, lessons learned, achievement of objectives, realization of expected benefits, and return on investment when applicable.
- Identify and escalate projects that are not achieving intended objectives or delivering expected results.
- Support Executive Management in evaluating projects based on strategic value, operational impact, customer benefit, compliance requirements, risk reduction, resource demands, and expected business outcomes.

Vendor and Implementation Coordination

- Coordinate project-related implementation activities involving third-party vendors, consultants, and implementation partners.

- Collaborate with Information Technology, Risk Management, Compliance, Operations, Finance, Marketing, Retail Banking, Lending, and other stakeholders throughout project implementation.
- Assist with implementation planning, readiness activities, scheduling, issue resolution, and project communications.
- Monitor and track vendor-related project commitments, deliverables, implementation activities, and milestones.

Leadership and Organizational Development

- Build strong working relationships across all areas of the Bank.
- Promote accountability, communication, collaboration, and project ownership throughout the organization.
- Provide coaching, guidance, training, and support related to project management practices, processes, and tools.
- Assist with onboarding and education for project stakeholders, Business Owners, and project teams.
- Support a culture of continuous improvement, accountability, and successful project delivery.
- Provide oversight, guidance, mentorship, and training to project participants, Business Owners, Executive Sponsors, and project teams to promote consistent project management practices and successful project outcomes.

Other Duties

- Support strategic initiatives and special projects as assigned.
- Promote the Bank's Mission, Vision, and Core Values.

Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal, facilitation, and relationship management skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to manage multiple projects and competing priorities.
- Strong analytical and problem-solving skills.
- Strong project management, planning, and coordination skills.
- Strong leadership and relationship management skills.
- Ability to build consensus and work effectively across multiple business lines and stakeholder groups.

- Ability to prioritize work and adjust quickly to changing business needs and priorities.
- Ability to function effectively in a fast-paced and evolving environment.
- Proficient with Microsoft Office Suite and related software.

Supervisory Responsibilities:

- This position does not have direct supervisory responsibilities at the time of hire.
- Provides guidance, coordination, mentorship, training, and oversight to project participants, stakeholders, contractors, consultants, interns, and future project management resources as assigned.
- May assume supervisory responsibilities as the Bank's project management function evolves.

Education and Experience:

- Bachelor's degree in Business Administration, Finance, Management, Information Systems, or a related field preferred.
- Minimum of five years of experience leading cross-functional projects, strategic initiatives, process improvements, implementations, or organizational change efforts required.
- Banking experience strongly preferred.
- Demonstrated experience leading cross-functional initiatives, managing stakeholder relationships, and driving accountability across multiple departments.
- Experience developing or improving project management processes, governance practices, reporting, portfolio management, performance measurement, or enterprise project management programs preferred.
- Experience facilitating executive-level meetings, providing project status reporting, and supporting executive decision-making preferred.
- Experience working with project management, workflow, reporting, collaboration, and productivity tools preferred.
- PMP, CAPM, Lean Six Sigma, Agile, Scrum, or similar certifications preferred but not required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

- Must be able to lift up to 15 pounds at times.

First Resource Bank is an Equal Opportunity Employer

All interested candidates should click on the following link to apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>