

# Project Manager, Marketing Integration

## Required Skills and Responsibilities

- 4-year degree in business related field.
  - 5+ years of Project Management experience, ideally in Financial Services and/or Marketing.
  - Experience leading complex change management initiatives with resource and schedule constraints.
  - Exceptional organizational skills and experience coordinating across teams and large programs.
  - Superior communications skills, both written and verbal.
  - Energetic, positive, flexible, resourceful, and proactive with attention to details and accuracy.
  - Ability to handle confidential information and show discretion while working through highly sensitive matters.
  - Capable of seeing bigger picture in the context of project plans, growth mindset oriented.
  - Prior experience leading data and technology-focused programs a plus.
  - Familiarity with marketing, technology, digital & data functions a plus.
- Provide day-to-day project management including timelines, milestone reviews, change management and scheduling.
  - Create a framework to track and drive completion of all milestones for the workstream.
  - Clarify scope, objectives, deliverables, milestones, and dependencies; recommend tactical and strategic actions that will deliver on goals and objectives.
  - Oversee the health of the integration workstream; develop metrics and program dashboard reports to track and communicate progress in a timely manner.
  - Lead and provide support on multiple projects with varying degrees of breadth and depth.
  - Develop timelines with cross-track collaboration influencing deliverables when needed.
  - Partner cross functionally with varying business units and functions in concert with integration.
  - Identify, mitigate, and manage issues and risks; ensure awareness, appropriate escalation, and resolution.
  - Prepare materials that facilitate decision making at the executive level.