**DIRECTOR, PROJECT MANAGEMENT OFFICE (PMO)**

USB seeks an individual to join the Strategy Team as Director, Project Management Office (PMO). This individual will report to the SVP, Strategic Investment Processes and be responsible for leadership of the project management team and continuous improvement of USB project and program management processes. This will include the identification and rollout of process improvements, oversight of organizational change management, and leadership in developing new tools in the USB Investment Tracking System (ITS). This individual will also provide leadership and support for internal team workflow and Board committees.

**Responsibilities**:

* Manage a small team leading efforts in project management, evaluation, strategic investment support, and process improvement.
* Lead the analysis, planning, and execution of the strategic investment framework, processes and timeline.
* Design and oversee core systems and processes for the USB management ecosystem.
* Develop dashboards and written materials that translate portfolio progress into learnings and action opportunities for the Board.
* Provide day-to-day oversight of strategic investment plans and processes.
* Evaluate, maintain, and improve organizational investments and process performance.
* Coordinate stakeholder efforts to support the advancement of the strategic plan.

**Required Experience and Qualifications:**

* Bachelor’s degree in business management, project management, agriculture, or a related field.
* Master’s degree in a related field (preferred).
* 5-10 years of experience in business process management and optimization.
* Certified Project Management Professional (PMP) (preferred).
* Smartsheet experience (preferred)
* Strong working knowledge of agriculture and agricultural food/feed production, or a related field (a plus).

**Salary and Benefits:**

* Competitive salary based on qualifications and experience.
* Health, vision, and dental insurance.
* Competitive retirement plan.