

Project Portfolio Manager

Position Overview

Farragut is seeking a Project Portfolio Manager (PPM) to ensure successful *execution* of its Local Government business strategy. The PPM will collaborate with executives and managers in execution of two interrelated portfolios. The first portfolio is about streamlining and scaling software operations of roughly \$4.5M and increasing customer value and partnerships. The second portfolio is about launching new products and innovating for future growth. This position reports directly to the CEO, and the role will have potential for growth. This position requires a candidate with natural talent and aspiration to excel in *leadership, operations, and customer-value* delivery.

Purpose of the Position

The purpose of this position is to enhance FARRAGUT's operations-capability by applying best practices of project portfolio management. We plan to grow our LocalGov business 12-20% annually while enhancing our competitive-position, continually improving customer-value, and creating sustainable financial outcomes. The PPM will contribute toward this goal by bringing structure, predictability, clarity, and order to operations. Improved governance will help Agile teams to be more empowered and aligned to the business objectives.

Responsibilities

1. Establish and maintain portfolio management framework, policies, and procedures.
2. Ensure that portfolio components (projects) are aligned with strategic business objectives by providing a guide on how to select, balance, prioritize and terminate components. Set annual OKRs for the portfolio and help component-managers set quarterly OKRs.
3. Continuously monitor the progress of portfolio components and portfolio management processes, using various metrics and targets. Provide appropriate recommendations or options for when there are discrepancies (variances, risks, misalignment) in portfolio management.
4. Customer-value and financial outcomes measured as gross-profit are of paramount significance to FARRAGUT. The PPM will be directly responsible for projecting and tracking financials in collaboration with our CPA and component managers.
5. Articulate state of the portfolio and its components in a clear, concise, and easy-to-comprehend way to the governance-body, component managers and the teams.
6. Ensure that the portfolio management processes are done on time. For example, our Agile teams hold two-week sprints; we close financials each month; Governance Team meets monthly.

Requirements

1. Six years minimum experience of proven project, program, or portfolio management of large and complex operations with multiple stakeholders. PMP certification a plus.
2. Mature and wise judgment coming from direct experience of managing complex projects, stakeholder communications and team alignment.
3. Relevant Education:
 - a. Bachelor's degree
 - b. Leadership training—formal or informal
 - c. Project Management, Lean, Agile or Six Sigma certifications

Compensation & Benefits:

The salary for this position is determined based on candidate's previous work experience, current competencies, and market salary information.

Farragut offers a competitive benefits package with benefits starting on your very first day of employment.

Benefits for full-time employees include:

- Leadership growth using Covey's 7 Habits framework, one-on-one and group coaching by an executive-coach, and proactive mentoring by company executives.
- 20 days of paid time off + 7 paid holidays each year
- Comprehensive Medical Insurance, with FSA or HSA options
- Vision & Dental Care
- 401k Matching
- Life Insurance, including both short & long-term disability
- Education Assistance