



APPLY ONLINE

Position Summary

Program Director I, CIBMTR Project Management Office

Purpose

Work independently, under the direction of the Center for International Blood and Marrow Transplant Research (CIBMTR) Sr. Director of Operations and Scientific Directors to maintain and manage the Project Management Office (PMO) activities of CIBMTR ensuring the successful delivery of projects and programs. This role involves strategic planning, resource management, and the implementation of best practices to facilitate the achievement of the program's goals.

Primary Functions

- **Strategic Leadership**
 - Develop and implement PMO strategies, methodologies, and standards to ensure alignment with organizational goals.
 - Provide leadership and direction to the PMO team, fostering a culture of excellence and continuous improvement.
 - Align PMO activities with the strategic objectives of the organization.
- **Operational Management**
 - Direct and manage the operational development and implementation of CIBMTR business initiatives to facilitate global hematopoietic transplant, cellular therapy, and regenerative medicine registry projects, studies, and datasets.
 - Supervise PMO staff, including recruitment, hiring, orientation, training and development, and performance evaluation.
 - Collaborate with bi-campus CIBMTR operational teams to determine feasibility, support feasibility assessment, project planning, budget preparation, and contracting for new and ongoing business projects/studies.
 - Establish project plans and track project implementation/milestones for new and ongoing business projects/studies.
 - Develop and implement PMO standard operating processes related to responsibilities and obligations.
 - Facilitate cross-functional project/study management.
 - Develop processes to ensure quality deliverables and excellent customer service.
 - Oversee coordination and implementation of project timelines, including tracking deadlines for program deliverables.
 - Schedule people and material resources.
- **Stakeholder Management**
 - Manage communication with internal and external stakeholders, ensuring transparency and alignment.
 - Liaise with external organizations as required.



- Ensure program data and progress are reported to stakeholders through written reports and verbal presentations, including quarterly functional area status reports to CIBMTR senior leadership.
- **Quality and Compliance**
 - Ensure compliance with regulatory and institutional policies in data sharing and deliverables.
 - Oversee the collection, analysis, and dissemination of PMO metrics.
 - Develop processes to ensure quality deliverables and excellent customer service.
 - Oversee training for external program participants, as needed.
- **Resource Management**
 - Manage the development, implementation, and maintenance of comprehensive databases and files to track program deliverables.
 - Develop and manage the PMO budget, ensuring optimal use of resources.
 - Allocate resources effectively to ensure project success.

Knowledge – Skills – Abilities

Strong knowledge of project management methodologies and tools.

Excellent leadership, communication, and people skills.

Proven ability to manage multiple projects and programs simultaneously.

Strong analytical and critical thinking skills.

Organizational Structure

Building: Clinical Cancer Center

Department: Center for International Blood & Marrow Transplant Research (CIBMTR)

Division:

Reports to (Title): Sr. Director of Operations

Direct Reports (Titles): Program Managers

Collaborates with (Titles): CIBMTR Finance, CIBMTR MKE and NMDP Program Directors, Managers, Scientific Directors

Specifications

Appropriate education and/or experience may be substituted on equivalent basis.

Minimum Required Education: Bachelor's degree in business administration, project management, or a related field.

Minimum Required Experience: 10 years in project/program management, with at least 5 years in a leadership role.

Preferred Education: Master's degree or above

Preferred Experience: Research administration, Program Management, healthcare and/or clinical



Field:

Certification: PMP, PgMP, or similar project management certification. CITI training required within 90 days of hire.

Classification

Grade Name	20
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Administrative
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID	263
Job Name	Director
Position Category	Professional Services

Job Scope

Complexity – requires sound judgment; leads difficult and involved planning of initiatives.

Impact – errors may result in extensive damage; constant attention to accuracy required.

Autonomy – individual responsible for completion of work; seeks supervision as appropriate.

Communication – involved in frequent conflict resolution; communicates with senior leaders.

Responsibility – influences others

Confidentiality – confidential information used frequently to make decisions.

Leadership – prioritizes work of others or may provide supervision.

Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.



Performance Dimensions

Collegiality

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication.

Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions.

Identify and implement new methods to increase efficiency and quality.

Education and Development

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility.

Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances.

Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost-effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

Background Check

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check

Law, physical examination, and / or driving record check.

Equal Opportunity Employer

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion



The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness

This job description is not an employment contract, and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

Effective Date: