



Job Title: Innovation Project Manager
Department: Innovation
Reports to: Vice President of Underwriting

Position Summary:

The Innovation Project Manager is responsible for guiding multiple parallel innovation initiatives from initial concept to launch. The successful candidate will drive project execution efforts while ensuring that deliverables meet internal and external customer requirements. Strong communication skills are essential and include timely progress reporting and project reviews with the leadership team. As a champion of innovation and change, the project manager will work across business units to incorporate new capabilities into the company culture with positive impact. This role also requires a high level of business acumen to see the big picture as well as manage the project details and allocate resources effectively.

Essential Functions:

- Manage project variables including scope, budget, time, issues, risks, communications, stakeholder interactions and resources to deliver on objectives
- Identify, coordinate and manage resources and assignments across multiple projects
- Create and maintain comprehensive project documentation
- Engage and partner with various operational dependent constituents including IT, business analysts, leaders, SME's & other stakeholders to develop, implement and incorporate projects into the organization
- Identify and track critical path/activities, dependencies, risks, contingencies, and offer alternatives when necessary to leadership
- Oversee software development, contract resources and other team resources
- Champion innovation and change by promoting new projects and processes while facilitating collaboration between various project teams/stakeholders
- Effectively and continually communicates expectations with both internal and external project teams and appropriately manages conflicts



Job Qualifications

Education:

Bachelor's Degree from an accredited college or university; formal project management training.

Experience:

At least three years of project management experience required.

Required Skills/Abilities:

- Ability to scope, prioritize and manage multiple projects concurrently
- Champion change, solve problems, and maintain cross-functional business partnerships
- Strong time management and organizational skills
- Effectively delegate work, communicate expectations and empower team members to successfully complete projects
- Move initiatives quickly, appropriately push for results
- Must be optimistic, curious, flexible, responsible and forward thinking

Specialized Knowledge, Licenses, etc.:

- Project management and agile implementation methodologies
- Cross industry experience preferred

Values and Mission:

Adheres to values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

Positive Attitude:

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

Working Conditions:

- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.



- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.
- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment; drug testing prior to employment as well as upon a work related accident.
- Exposure to VDT screens.

All individuals who apply for positions with New Mexico Mutual are required to answer the following questions:

1. Are you legally eligible to work in the U.S.? (**Yes or No**)
2. Will you now or in the future require visa sponsorship for employment at New Mexico Mutual? (**Yes or No**)