



Description

HALO is looking for a Director to lead our Strategic Projects organization. The Strategic Projects Organization is an enterprise shared service which supports all businesses and corporate functions providing oversight and management for resources, schedules, financials, and adhere to planned milestones throughout the full project life cycle.

Over the last few years, we have grown exponentially to \$765M and recently recognized as one of the fastest growing Chicago companies in 2021. While we grow, HALO stays committed to the best parts of an agile, casual, and entrepreneurial culture that inspires our team members to come up with new ideas and work collaboratively, wherever they are.

As the first Director of Strategic Projects, you will build the project management office (PMO), develop a team of project managers, and be a valued advisor to executive leaders as you drive projects. You will help scope and strategize solutions to complex business problems and processes. Once projects are identified, scoped and objectives agreed upon, this role will manage and lead large and complex deliverables including management of issues, risks and project change requests to ensure successful and on-time project delivery. This program is critical to the future state of HALO's business process improvement, information technology strategy, and future state operating model.

Requirements

- Lead team of up to 3 FTE's to effectively manage various projects and deliverables.
- Aid COO to scope and strategize solutions to complex business problems and processes
- Manage multiple interdependent projects. Oversees all aspects of assigned programs through project lifecycles to ensure completion within the defined scope, quality, time and cost constraints. Ensures accurate allocations of resources throughout the program.
- Leads multi-disciplinary teams, composed of various levels of personnel, and vendors to create and deploy successful programs
- Provide leadership and work collaboratively with project stakeholders to develop a comprehensive program plan based on approved funding.
- Partner with project managers to perform Project Planning. Oversee the creation /build/updating of project schedules, project charters, project plans, status reports, and work breakdown structures.
- Program and project plans will include: Scope, Schedule, Cost, Quality, Organization and Communications, Staffing, Risk and Issue Management, Test, Configuration, and Change Management.
- Perform Communication Management: create / implement project organization and communication plans which enable the project team to effectively work together to meet project objectives.
- Perform Meeting Management: prepare meeting agendas and meeting minutes, distribute meeting documentation, and maintain and monitor action item listings as necessary. Facilitate and lead meetings and steering committee meetings by being well-prepared and adhering to topic
- Prepare and present program progress, risks/issues and status updates to Executive and Senior leadership

Sound like you? To apply you will need:



- 8+ years direct work experience in project management capacity, leading large and complex projects. Proven ability to provide program level oversight that ensures that all projects are delivered on-time, within budget and to an agreed quality level. Must possess extensive knowledge and expertise in project and program management as well as portfolio management methodologies and tools.
- 5+ years of experience working with business stakeholders within a cross-functional matrix environment. Must have exceptional understanding of business fundamentals, able to work with all levels of business leaders, director through C-level.
- Bachelor's degree in the field of business administration, business process, business strategy, information systems or related field.
- Strong organizational skills, with proven experience prioritizing work and coordinating several projects at one time.
- Soft skills to include: proactive, future-thinking, strategic, accountable, collaborative, manages ambiguity, strong planning & prioritization experience
- Intellectual curiosity and passion for problem-solving
- Consulting or professional services experience is preferred
- High energy, ability to prioritize and has a desire to work in a results-oriented, fast growth environment
- ERP or other information system process experience a plus

More about HALO

As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. We focus in three areas:

BRANDED MERCHANDISE

We bring a strategic mindset to merchandise solutions. Our creativity ignites innovation, utilizing design, merchandise, technology and logistics expertise to deliver unforgettable brand experiences.

RECOGNITION & INCENTIVES

Our people-first approach, consultative design process, and scalable SaaS platforms deliver streamlined programs tailored to each client's unique culture, with easy administration and global reach.

UNIFORM SOLUTIONS

We combine functional, fashion-forward design with sourcing, technology and logistics expertise to deliver uniform programs that build pride in each client's brand, promote their culture and deliver a flawless purchasing experience.

We also offer:

- *Flexibility* | We trust you. Manage your work to deliver breakthrough results
- *Community* | Small-company feel, with big company resources and benefits
- *Creativity* | Be inspired by the ingenuity of your colleagues as they bring brands to life
- *Learning and development* | We invest in your development. Attend professional development events that interest you and benefit your career growth

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other



characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.

HALO is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at hr@halo.com. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our Careers page.