



**Position:** Project Manager  
**Legal Entity:** VEAC  
**Location:** New York, NY  
**Department:** IT Strategy and Governance  
**Reporting to:** Program Manager  
**FLSA Status:** Full-Time Exempt

**Summary:** The Project Manager will lead program workstreams, as well as full life-cycle projects, in pursuit of VanEck's strategic business and technical roadmaps. The primary focus is the implementation of a new Investment Book of Record (IBOR), with wide reaching integration testing across Operations, Portfolio Management, Data Governance, and Compliance functions. Responsible for matrix management of project team and vendor professional services' resources. Effectively communicating with sponsors, global stakeholders, colleagues, and third-party vendors will be key to your success.

**Responsibilities:**

- Initially, project manage the upgrade and vast integration of the existing Portfolio Administration reporting tool used globally across nearly all functions of the firm.
- Following that, join the larger strategic effort to implement a new SaaS based IBOR platform.
- Establish productive and collaborative working relationships between VanEck and its chosen third-party IBOR and data management platform provider(s).
- Collaborate and co-project manage with vendors on Professional Implementation Services and Statements of Work (SOWs).
- Create project governance best practices, including regular communication to all stakeholders.
- Create and maintain detailed project plans, including resource planning.
- Oversee project financials including review and approval of SOW invoices, as well as budgeting.
- Engage regularly with subject matter experts to facilitate their ongoing input and collaboration.
- Analyze, configure and leverage Jira and Jira add-ons for project and testing management.
- Actively manage the status of deliverables, holding responsible parties accountable.
- Prepare brief and crisp one page status reports that can be shared across the firm.
- Lead regular project team meetings, UAT meetings, and monthly stakeholder meetings.
- Create integration testing communications to educate participants. Establish Jira add-on (TBD) as central hub of testing and issue management.
- Build and maintain strong partnerships with colleagues, project members, consultants and vendors.
- Share knowledge regarding project management, PMO and implementation best practices. Meet and comply with IT Strategy and Governance project management policies and procedures.
- This position may support or manage additional projects across various areas of the business as needed, depending on capacity and organizational priorities.

**Supervisory Responsibilities:**

Matrix management of project and vendor resources.

**Qualifications:**

- Experience with creating detailed project plans for projects greater than one year in duration.
- Proficient in identification and managing cross-workstream and cross-departmental project dependencies, project risk management, and project change management.
- Practices taking a long-term view of potential issues, projecting three, six, nine months ahead.
- Experience collaborating with/as a SaaS provider to share project management responsibilities with /as a client such as agreeing on dates, owners, deliverables, C-level status reporting with vendor and/or client Project Manager.
- Resource planning, including internal and consulting resources.
- Budget management and financial oversight of vendor Statements of Work (SOWs).
- Configuration and leveraging of Jira for task and issue management.
- Proficiency in multiple third-party Portfolio Management, Risk, Analytics, Compliance, Operations, Performance, Reporting, Market Data and/or Data Management platforms.
- Advanced analytical and problem-solving skills.
- Skilled in understanding and focusing on sponsor and stakeholder requirements, establishing credibility and building relationships.
- Ability to demonstrate interpersonal skills and manage conflict.
- Ability to operate with a global team and manage multiple priorities.

**Education and Experience:**

- Bachelor's or graduate degree in Finance, Business Administration, or Computer Science.
- Minimum of 15 years of project and/or program management experience.
- Minimum of 10 years of investment management or capital markets experience with front office, middle office and back office implementation experience.
- Minimum of 10 years of fintech vendor implementation and integration experience.
- Professional certifications would be a plus.

**Core Competencies:**

- Communication
- Adaptability to changing priorities
- Executive presence
- Conflict resolution
- Presentation skills
- Strategic vision
- Motivation and enthusiasm

**Compensation:**

If this position will be performed in whole or in part in New York City, the base salary range is \$175,000 to 215,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.