Project Manager - We offer a companywide bonus program, tuition reimbursement, volunteer time off, an on-site fitness center and the flexibility of a hybrid work schedule as described in our Workplace Flexibility policy.

We are the largest dental insurance company and continue to grow. Based in Naperville, IL Delta Dental of Illinois has over 50 years of oral health experience and is dedicated to clients and employees alike.

Our company culture is inclusive, innovative and focused on achieving our goals. We believe in improving oral health through our dental benefit programs and through our Foundation, which develops and supports projects and organizations that improve access to oral healthcare and oral health education.

Delta Dental of Illinois is seeking a Project Manager who can lead small to mid-sized projects and defined workstreams within larger cross-functional initiatives, business system configurations, and operational improvement efforts.

Key Responsibilities

- Leads assigned projects and workstreams through initiation, planning, execution, monitoring and control, implementation, and closeout.
- Develops and maintains project charters, scope statements, schedules, milestone plans, resource assignments, requirements, budgets or cost estimates, and other project artifacts appropriate to the size and complexity of the work.
- Coordinates project activities across business and technology teams, confirming roles, responsibilities, deliverables, dependencies, and due dates.
- Monitors progress against plan and adjusts activities in partnership with sponsors, functional leaders, and team members to address changes or delivery constraints.
- Manages risks, issues, assumptions, decisions, action items, and change requests; analyzes impact, recommends options, and escalates matters requiring project sponsor or leadership direction.
- Facilitates project and process improvement meetings, working sessions, and decision forums; prepares agendas, documents decisions and action items, and drives follow-through to closure.

Qualifications

- A bachelor's degree in business, operations management, or a related field.
- At least three (3) years of hands-on experience in project management, process improvement, or operations.
- Project Management Professional (PMP), Lean Six Sigma (Green or Black Belt), or comparable certification preferred.
- Working knowledge of predictive and Agile project delivery methods and software development life cycle fundamentals.
- Experience coordinating system implementation, operational readiness, or organizational change activities preferred.
- Health insurance industry or business-process experience preferred.

Why Should You Apply?

- **Free** dental for employees and their dependents
- Competitive benefits: free vision, life, STD/LTD for employees/medical options for many budgets/401k and company match
- Generous PTO program; 11 paid holidays per calendar year
- Great people and culture
- Healthy work/life balance
- Conveniently located off I-88 in Naperville, IL
- Hiring base pay range is $95,000-115,000 annually

Delta Dental of Illinois is an equal opportunity employer.