

Job Description

[CompanyX] prides itself on delivering efficient, effective solutions across a wide range of industries. The key to our success is largely dependent on the stellar ability of our program management team. We're currently searching for an experienced program manager to join our ranks and continue our tradition of success. The ideal candidate will have a sharp business mind and a proven ability to strategize and implement high-level program initiatives. As a natural born leader, you will have a strong talent for project coordination and delegation. Ultimately, you are motivated by the desire to optimize productivity and nurture program success from inception to completion.

Objectives of this Role

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives
- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity

Daily and Monthly Responsibilities

- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from cross-functional teams and external vendors
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives
- Work with other program managers to identify risks and opportunities across multiple projects within the department
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders

Skills and Qualifications

- Bachelor's degree in business administration or related field
- 5+ years in an advanced management role (preference given to those with program management experience)

- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital marketing
- Outstanding working knowledge of change management principles and performance evaluation processes

Preferred Qualifications

- Master's degree in business administration or related field
- Previous stakeholder management skills
- Strong working knowledge of Salesforce CRM software
- Proven proposal writing experience