



Program Manager

Job Summary

The Program Manager (PGM) is responsible for the overall direction, coordination, implementation, execution, control, and completion of assigned projects, ensuring consistency with company strategy, commitments, and goals. The PGM serves as the primary interface and point of contact with the client or client's representative. The PGM has ultimate responsibility for the cost, schedule, and technical performance of large, complex product development and implementation.

Job Description

Key Responsibilities

- Direct all phases of the program from award to successful product delivery and contract close out.
- Establish and manage the program baseline, operating budgets, and execution goals to support the individual program and division requirements.
- Develop and maintain the program integrated master schedule to include the internal and external milestones.
- Establish and maintain resource allocation plans.
- Lead a program risk and opportunity management process.
- Lead program teams composed of multi-disciplined, matrix personnel to ensure realization of program objectives.
- Provide an effective customer interface.
- Serve as capture lead for new pursuits and growth opportunities.
- Establish and execute a winning capture strategy including proposal development.
- Participate in negotiation of contracts/changes, coordinate preparation of proposals, statements of work, request for proposals, and proposal evaluation.
- Act as the primary customer contact for program activities including briefings to senior customer management.
- Communicate program status, issues, risks, opportunities, and plans to internal senior management.
- Ensure coordination across multiple programs and/or projects.
- Provide oversight and coordination of sub-tier subcontractors.
- Create and execute project work plans and revise, as appropriate, to meet changing needs and requirements.
- Ensure quality of project deliverables and review all deliverables prepared by team before submitting to client.
- Ensure project documents are complete, current, and stored appropriately.
- Analyze project profitability, revenue, margins, bill rates, and utilization.
- Perform a variety of administrative and analytical tasks in support of assigned projects.
- Participate in establishing and defining program plan requirements.
- Monitor and report performance against plans to ensure that contractual, cost, and schedule objectives are met.



- Interact regularly with clients and other industry representatives to ensure conformance to customer requirements.
- Develop project plans, proposals, reports, and task orders, and administrative reports.
- Conduct planning and provide recommendations to client on task workload.

Minimum Qualifications

- Must have 10+ years prior contractor program management experience for federal or DoD programs in multi-disciplined (training and education) organizations with Firm Fixed Price contracts and Cost-Plus contracts.
- Working knowledge of MS Office suite to include MS Word, Power Point, Excel, and MS Project.
- Program Management Professional Certification.
- Master's degree in Instructional Design, Curriculum Design, Educational Psychology, or other management/business related field.
- Strong knowledge of project cost and schedule management, tools, and reports.
- Demonstrated success in leadership on projects and programs.
- Demonstrated ability to successfully interact with customer and/or sub-contractors in a professional/positive manner.
- Demonstrated ability to manage project commitments to ensure that the project comes in on-time and within budget.
- Demonstrated interpersonal, leadership, supervisory, organizational, teamwork, project management, oral and written communication, and customer service skills.
- Demonstrated ability to effectively manage projects and facilitate teams to achieve quality solutions.
- Demonstrated ability to work productively with a wide range of people.
- Ability to effectively present information to customers and senior management.
- Ability to pass a background check and drug screen.

Preferred Qualifications

- Defense Acquisition University (DAU) program management Level III certification or equivalent.