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# Example of Business Program Mgr Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business program mgr. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business program mgr

* Compiles regular reports on community outreach participation tracks participation rates for Program events
* Serves as a liaison to public and community agencies
* Define and manage a Sitecore infrastructure team backlog for the OCP Engineering team
* Formulate infrastructure requirements to meet business continuity planning scenarios
* Define and manage analytics and personalization work backlog for new reporting features
* Maintain Solr/Mongo aggregation and indices to ensure sustained hydration of reporting data
* Own & manage all CMS Azure subscriptions
* Own Release Management (RM) as a function that facilitates release dates, scope, execution, and deployment readiness go/no-go
* Own the setup, maintenance, and operationalization of platform content federation and syndication features
* Define and manage partner blog platform work backlog to include setup/permissions of new field blog sites

## Qualifications for business program mgr

* Strong Excel knowledge, with emphasis on building & delivering standard reports
* Listen to and investigate multiple new listening channels and/or segments to understand their customer and partner data input systems like surveys, customer engagement forums, social
* Understanding of industry frameworks and methodologies desired, certification preferred
* GSMO Planning Alignment - work with key GSMO planning contacts and work streams to represent and support DX interests in all Planning Milestones across Evangelism, Tools and ISV
* Thrives in and can drive results in a complex, multi-site, multi-stakeholder environment
* Communication and Engagement - Effective communication with senior leadership and with impacted parties is critical for this role