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# Example of Design Program Manager Job Description

Our growing company is searching for experienced candidates for the position of design program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for design program manager

* Serves as code SME on the design and construction of government facilities, ensuring that facilities are safe, secure, and fully functional
* Establishes priorities and deadlines and reviews work to ensure adherence to program policies and priorities and contractual requirements
* Develops Statements of Work (SOWs) describing project requirements
* Provides input to establish Independent estimates for Architectural/Engineering (A/E) services
* Performs quality assurance on other contractor work
* Support design of programs and deliver programs that enable and support business strategy
* Partner with Program Managers or Talent Leadership to design, develop and deploy global and local talent programs, interventions and initiatives that achieve the goals and objectives defined within strategy
* Develop and test key scenarios and Go to Market packages
* Activities could include up to 50% program delivery depending on incumbent capabilities and development areas
* Support sales efforts by consulting on proposal responses

## Qualifications for design program manager

* Master’s degree in Instructional Design, Education, Behavioral Psychology, or a relevant field
* 5 years of experience in a corporate training organization
* Experience conducting applied research in Instructional Design or related field
* From research to implementation, collaborate with internal and external teams to clearly define and communicate the overall project involvement, project goals, expectations, and tasks
* Ability to identify and assess internal and external resources needed to align to overall strategic priorities
* Develop and manage end-to-end project plans, including schedule and budget, and ensure on-time delivery