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# Example of Development Program Manager Job Description

Our company is looking to fill the role of development program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for development program manager

* Demonstrate and teach to engineers the Spacelabs processes and good design/test/documentation practices
* Establish all QMS and regulatory requirements for the development project and ensure they are met
* Develops learning activities, audio-visual materials, and assists in developing a companywide learning curriculum departmental curriculum
* Facilitate train the trainer concepts and other training duties
* Plans, organizes, and implements leadership development sessions for the Evening MBA/Weekend MBA and Executive MBA programs' Leadership Exploration and Development (LEAD) courses which are a graduation requirement
* Updates and/or revises course material, presentations, as necessary to reflect session redesign/updates
* Coordinates with facilitators (internal and external), vendors and staff for most programs regarding scheduling, materials, pre‐work, , in collaboration with program leads
* Partners with leadership development program leads on event planning and preparation, student registrations, student program and coaching tracking, materials, day‐of logistics, program evaluation, for optional programming
* Accountable for the planning, direction, leadership, communication, and performance of the Sales Development Program and candidates
* Develop and implement a process of continual improvement to the strategy, objectives and process for the Sales Development Program

## Qualifications for development program manager

* Ability to calculate figures and amounts such as discounts, interest, forecasts, commissions, proportions, percentages, area, circumference, and volume
* MS Project working experience desirable
* Experience in assessing performance gaps, analyzing learning needs, designing and developing customer-centric solutions, and evaluating the effectiveness of learning programs
* Strong analytical abilities, including qualitative and quantitative methods
* Demonstrated success to deliver results in a dynamic and ambiguous environment
* Experience in a large, decentralized organization