Downloaded from <https://www.velvetjobs.com/job-descriptions/development-program-manager>

# Example of Development Program Manager Job Description

Our innovative and growing company is looking to fill the role of development program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for development program manager

* Track and ensure closure of software development status, resolving issues and facilitating good communication
* Provide timely critical path management and final product delivery
* Provide program, contract, financial, and personnel management
* Drive key program initiatives while developing comprehensive plans and timelines
* Communicate on project progress and issues to keep team members and stakeholders informed in a timely manner
* Create relationships with key partners/stakeholders to ensure success of critical programs
* Assess current processes and make recommendations for improvement
* Identify issues, create hypotheses and execute analysis
* Complete ad hoc business projects and industry research
* Recruit, train and mentor contractors to bring qualified leads to the Personal Shopping team and grow into the EIP customer segment

## Qualifications for development program manager

* Food Distribution and Direct Store Delivery Preferred
* Intermediate or advanced knowledge of Microsoft Office suite
* Ability to travel internationally for periods up to 2 to 4 weeks preferred
* Proficiency in USAID regulations, FAR and ADS and procurement procedures and contract compliance
* Excellent interpersonal skills and client service provision
* Experience living or working in developing countries and language proficiency in Africa preferred