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# Example of Executive Program Manager Job Description

Our innovative and growing company is hiring for an executive program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for executive program manager

* Develop and deploy Key Risk training curriculum
* Carry out Controls Awareness training for all levels within the Business and Operations team
* Responsible for establishing, refining and enforcing processes, policies and reporting related to governance and oversight of the Global Technology portfolio of projects
* Design and implement governance best practices, guidelines and repeatable processes
* Utilize Firmwide reporting tools and applications to consolidate and streamline metrics and reporting across Global technology and Lines of Business
* Ensure the Global Technology Lines of Business PMO organizations are coached/trained on standards, policies, and tools
* Producing detailed plans for the all phases of projects utilizing Microsoft Project that will form the base document to define roles, responsibilities and milestones
* Ownership of unified, consolidated work plan for DWM program across all relevant areas for the initiative including Product, Technology, Design, Operations, Client Service, Marketing, Strategy and other areas
* Responsible for continuously driving the DWM program forward including the development and deployment of brand new digital capabilities, the refinement and expansion of existing digital capabilities
* Establishing universally consistent project standards for entire DWM project portfolio in building and overseeing regular, robust reporting of program progress across a timeline and other dimensions

## Qualifications for executive program manager

* 15+ years in financial services across multiple business lines
* 15+ years managing complex projects and programs
* 15+ years building and managing teams within financial services
* 15+ years designing and building solutions for complex business problems
* Proven track record of delivering results on time and within budget
* Broad and deep understanding of business and technology topics