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# Example of Executive Program Manager Job Description

Our innovative and growing company is looking for an executive program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive program manager

* Develop strategic program roadmaps and plans, with oversight of planning, analytics, and implementation team responsible for a multi-workstream program agenda
* Scope problems, identify existing and prospective issues, and proactively remediate problems using a fact-based approach to solutioning
* Manage organizational change and development of operational models to support effective and impactful implementations from onset through to completion
* Engage, advise, and influence senior leaders and stakeholders throughout project lifecycles
* Build and maintain strategic relationship with key senior leaders and program stakeholders across GWM and Investment Management
* Provide leadership to and management of team members, including serving in a mentoring capacity
* Supports the CEO on a wide variety of strategic projects and initiatives
* Responsible for project risk, financial and issue monitoring, including weekly tracking, communication, and escalation
* Updates CEO, executives and private equity owners on key projects and initiatives
* Develops, standardizes and implements status reporting and communications to internal and external stakeholders

## Qualifications for executive program manager

* Build a new standardized approach and process for tracking and collecting important start-up/VC activities and events across EMEA
* Ability to Think Big and translate broad visions and ambiguous concepts into structured plans and measureable metrics, then execute on those plans
* Understand the Agile product development framework
* Ability to manage tight delivery timelines and execute with calmness under pressure
* Exceptional attention to detail and accuracy required
* 5-10+ years of related experience including 2-4 years of experience in wealth management or a closely-related financial services organization