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

# Example of Manager, Program Job Description

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

## Responsibilities for manager, program

* Manage LMS administration for learning enrolment, required reporting, tracking, monitoring participation levels and Learner history
* Effectively and efficiently maintain cost, schedule, and quality control of all services provided and products produced
* Oversee internal/external development resources for StudyGateway Web, iOS, Android and ROKU apps
* Monitors adherence to customer contract requirements
* Ability to present to senior business and IT management along with independently being able to produce presentations and other updates for senior level committees
* Ability to run Programs that encompass a number of Global projects and span multiple business streams
* An SME who effectively communicates and collaborates with senior management, regional and global business leaders / sponsors / stakeholders
* Manages Programs which are multi-year high budget initiatives that involve interaction with and having the ability to face off with consultants and vendors
* Possesses 8 or more years financial industry experience in the project management or equivalent areas
* Provide for the staffing and operation of a specific residence

## Qualifications for manager, program

* At least two years of experience interacting (presenting, facilitating decisions making) with VP and C-Level managers
* In-depth knowledge of agile development methodologies
* Impeccable communication skills - ability to tailor the communication style to suit the audience and the situation
* Pragmatic and logical approach - ability to rein in creative minds at the right time in order to ensure focus on execution
* Ability to quickly understand context and apply big-picture thinking to achieve tangible results
* Expert in exercising leadership by influence