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# Example of Network Program Manager Job Description

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

## Responsibilities for network program manager

* Responsible for leading NEO participant onboarding process
* Coordinates and liaises with Commercial Program Manager and other sales team to drive lead generation and qualification of interest in the NEO and related advisory services
* Administers external renewable and clean tech vendor on-boarding, review and approval process
* Run multiple simultaneous large-scale programs from inception through completion that will be at various stages of flight (concept, planning, approvals, procurement, construction and commissioning)
* Interface with stakeholders from different organizations within client organization to develop scope, technical requirements and execution plans for new programs and projects taking a fairly ambiguous requirement and developing an executable program plan
* Develop business case based on CAPEX cost, schedule, and quality, Return on Investment (ROI) and Total Cost of Ownership (TCO) data gathered and collaborate with cross-functional partners to make recommendations to leadership
* Set and manage expectations with both partner teams, and on-site construction teams to deliver the intended project scope, on time and on budget per program/project related goals
* Collect, decipher and manage data from individual sites to generate reports to stakeholders and management teams
* Drive routine project meetings (kickoffs, weekly program, status review), manage project resources, and manage multiple concurrent projects to completion per chartered target dates
* Assist with the enhancement of documentation related to process, MOPs, schedule templates, reports, and communication plans

## Qualifications for network program manager

* Very Strong knowledge of MS Office tools
* Previous experience utilizing Agile methodologies and principles
* May have segment wide impact- Translate highly complex concepts in ways that can be understood by a variety of audiences
* 5+ years of quantitative and qualitative experience required
* Ability to adapt to a rapidly changing environment and execute many complex tasks simultaneously
* 3+ years managing external partner programs