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

# Example of Program Development Manager Job Description

Our growing company is looking for a program development 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 program development manager

* Facilitate and monitor the candidate's training via education, experience and exposure activities throughout the duration of the training program
* Align coaching and mentoring resources to provide each employee with the education, experience, and exposure to ensure successful deployment at completion of the training program
* Responsible for ongoing evaluation of the Program and continuous improvement
* Sales Development Program classes are centralized in Nashville, TN and conducted twice per year (February/July) for an 18 week duration
* Support the growth of the Center for Outcomes Research and Education (CORE)
* Be responsible for strategic development planning
* Interface and collaborate with Physicians, Leadership, and internal departments to develop strategies and manage implementation timelines
* Assist the business development team in ensuring that key steps are properly documented, tracked, assigned and completed as needed
* Enjoy an attractive salary and benefit package
* Have the opportunity for managerial role upon the successful completion of the traineeship program

## Qualifications for program development manager

* A professional/consultative manner, with exceptional time management and interpersonal communication skills
* Team player, collaborative, ability to build relationships and drive consensus
* Confident, outgoing and persuasive
* Bachelor of Science in Engineering (Aerospace, Electrical, Mechanical), Computer Science, or Business Administration or 3-5 years related experience and/or training
* Documented success in managing program (scope, risk, schedule, and costs
* Create visibility around process gaps and communicate improvement recommendations to the Biz Dev Space Team