



Example of Lead Program Manager Job Description

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Our innovative and growing company is hiring for a lead program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for lead program manager

- Build effective relationships with internal and external stakeholders, identifying and developing communication strategy, and developing partnerships across the lines of business to achieve established objectives
- Effectively partner with the gas business to develop a consistent and measurable way to develop competent employees who can better serve our company and community
- Work with the Gas Business Enablement PMO to insure consistency of approach and alignment of timelines for the program
- Develops and manages select programs to ensure successful execution, continuous improvement and demonstrated results
- Develop Budgets and Financial Plans
- Establish the approach and define the necessary work activities (projects, BAU,) to achieve project / program / portfolio mission & vision, monitor & report progress, and address any portfolio - level issues
- Lead the internal development or support consultants in the preparation of studies that support revenue recovery, including embedded cost of service studies, rate design, and associated bill impacts in order to optimize revenue recovery
- Manage responses to requests for information from senior management, regulators, media, customers, and other internal and external parties related to tariff filings, interpretation, and administration in order to identify and deliver appropriate solutions to all parties
- Lead teams in tactical and strategic program direction in order to prioritize

- Ability to build relationships with cross functional teams and collaborate with application development teams

Qualifications for lead program manager

- Strong influence and leadership presence
- Is approachable and available to others
- Considers and understands the audience's specific needs and comprehension level to determine the delivery method
- Oft-delirious passion for online commerce
- Experience managing a team of PMs and overseeing multiple simultaneous projects through the full software development life cycle
- 2+ year experience as a lead or people manager