Example of Program Director Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of program director. 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 director

- Support research efforts to identify needs for continual improvement in prepaid program efforts
- Analyzes business processes and performs needs assessments
- Review business requirement documents, work with team to finalize
- Participate in merger, acquisition and divestiture activities including due diligence reviews, investigation and business case construction
- Assess the financial, operational and strategic merits of various proposals from Corporate, functional departments, Business Units, and external parties
- Work with project teams to identify, analyze and quantify risks, and recommended proactive response strategies
- Responsible for ongoing program support, project deliverables and issue resolution for multiple projects in different domains to maximize project portfolio returns and minimize scope, cost and schedule variances
- Champion project management disciplines and provides the processes, structures, and tools for individual project management and program management across the portfolio
- Communicate program and project metrics including status reporting of KPIs to program sponsor(s), project team(s), and Executive Leadership team via bi-weekly and monthly dashboards
- Manages execution of business/IT leadership's program plan

Qualifications for program director

- Sound judgment and quality decision making skills to plan and accomplish goals
- Ability to influence, drive results oriented change, inspire innovation, ensure a customer/client focus, and foster relationships
- Experience using tools to gather & analyze ratings data and then make business decisions based on the analysis (eg, PD Advantage, avg daily QUUM, Feature Tracker)
- Working with the Market President, Vice President of Programming and VP of Sales in support of local and corporate business objectives including increasing local
- Identify, recruit, manage, and coach on-air talent, producers, and voicetrackers (eg