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

**Responsibilities for program director**

- Work with grant writers to develop successful applications for competitive funding from local, state, and federal government agencies, along with foundations and non-traditional sources
- Responsible for the day-to-day operations of the project and financial aspect of the statistical contract
- Interfaces with military customers other government officials
- The Program Manager is ultimately responsible for the financial, contractual, and operational performance of a large and complex program
- Serve as the main point of contact for the Contracting Officer (CO), the Contracting Officer’s Representative (COR), the Government Program Manager, and the Contractor’s senior management
- Directly contribute to program efforts in several areas, including cost management/avoidance, schedule estimation and tracking, contract performance management, risk management, requirements analysis, and quality assurance activities
- Ensure proper performance of tasks necessary to ensure the most efficient and effective execution of the contract
- Utilize expert communication skills needed to direct the skilled technical resources and report on the technical progress, issues, and problem areas, write and review technical documents
- In addition, will assist managing very complex and/or high risk programs
- Interface with customer and end user for the duration of assigned project(s) to insure all needed deliverables are completed as required and all needed support meetings, reviews and other program events including cost
Qualifications for program director

- Impact – ability to execute with excellence • Executes project management deliverables within budget and as per the approved project plan
- Ability to successfully work and influence across complex organizations
- Experienced in Either Digital technologies, Web Technologies, Consulting or Creative Consultancy
- Seasoned Program manager, capable manage multiple projects and delivery all of them on time
- Minimum 10 years of successful project management experience for large, complex, multi team initiatives
- Minimum 3 years of successful program management experience