



Example of Project Manager / Program Manager Job Description

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Our growing company is searching for experienced candidates for the position of project manager / program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for project manager / program manager

- Assist in the planning and implementation of parent events at Stanford (as part of New Student Orientation, Family Weekend, and Commencement) and regional events
- Maintaining a Customer benefits framework at a strategic level and manages benefits capture and value realization
- Communicating program strategies throughout the organizations (both the Customer and BMC)
- Establishing and leading the overarching program governance
- Interface with Customer program management and primary/key stakeholders to formulate program governance structure using BMC governance materials and BMC Excellence delivery methodology as a base
- Assist the Director and Associate Director in all phases of gift procurement
- Serve as a liaison with, parents, donors, volunteers, front-line fundraising staff, and other university officials
- Provide full range of support to the Director, including assistance with travel and complex meeting scheduling
- Collaborate with the Associate Director and marketing/communications staff in the development and execution of year-round direct marketing efforts, including email and letters
- Develop a comprehensive knowledge of the Parents' Program—including knowing the names of key volunteers and donors—and how it relates to other

Qualifications for project manager / program manager

- Ability to be a self-starter and work independently desire and willingness to collaborate with others
- Ability to resolve most day-to-day issues and develop mitigation plans
- 6+ years of project and/or leadership experience required (Scrum Master, Project Manager, Release Train Engineer, etc)
- Ability to work with people at all levels and influence others without formal authority
- Building and maintaining relationships to facilitate collaboration and communication
- Willingness to share experiences, ideas, and foster innovation and growth