



## Job Description

**Job Title:** Program Manager

**FLSA:** Exempt

**Department:** Engineering (reports to President)

**Date:** 6/2023

**Location:** Phoenix Metro Area

**Position Overview:** Responsible for overall management of multiple, unique, research and development programs from conceptual design in support of proposals, through preliminary and detailed design, development and qualification testing, component manufacturing, assembly and delivery to the customer. Must lead and manage program teams comprised of matrixed staff including technical leads, engineers, and designers to meet all project objectives on schedule and within budget. Regularly report program status and metrics to Company management team. Coach and mentor program team members and help maintain a positive environment and one that enables excellence in all operations, not just program management. Must have a general understanding, appreciation, and support for specialty engineering (manufacturing, quality, reliability, safety, etc.) requirements. Assist with generating new business leads and winning new business for product development and/or production of product. Leads applicable proposal efforts and related contract execution. Must demonstrate outstanding attention to detail and critical thinking abilities. Self-directed with positive attitude toward helping the entire program team succeed to include helping colleagues across functional areas, as required. Strong written and verbal communication skills are required within the Company and with the external customer. Good situational awareness and an ability to provide appropriate response(s) are a must. A can-do attitude is also a must.

### **Educational Requirements:**

- Bachelor's degree in management and/or engineering or equivalent and 5 years of experience as a program manager or equivalent preferably on Department of Defense (DoD) programs. An advanced technical and/or management degree is preferred.

### **Essential Job Functions:**

- Manage multiple projects simultaneously to achieve required performance on schedule and within budget
- Provide leadership, management, and mentorship to program team members
- Accomplish program requirements using program matrix management
- Engage and manage subcontractors and associated program scope
- Develop detailed program plans, budgets, and schedules and maintain them
- Provide direction and support for all program functions
- Serve as project/task lead for efforts as required
- Regularly report program status within the Company and with customers
- Evaluate business processes and work with Company staff to develop and implement process improvements to increase efficiency and effectiveness
- Effective writing - technical reports and proposals



- Create and maintain positive customer relations – ensure a high quality of service and resolution of customer identified issues in a timely manner
- Assist in developing new business opportunities
- Provide regular and timely performance feedback to program stakeholders
- Other job functions and duties as assigned by management.

#### **Job Requirements:**

- Proven leadership and team management skills
- Good organization skills and multitasking abilities – able to effectively manage multiple programs simultaneously and prioritize appropriately
- Ability to accomplish program goals, objectives and requirements within budget and on schedule
- Ensure customer satisfaction
- Broad and extensive engineering-related experience, preferably including mechanical/mechanism design
- Ability to use SolidWorks® for design review and assessment is a plus.
- Proven interpersonal skills, public speaking, and persuasive ability
- Strong project financial management background
- Must excel at conflict resolution and de-escalation to preclude comprising effective and efficient teamwork
- Excellent problem solving skills using sound critical thinking
- Outstanding attention to detail
- Outstanding situational awareness and written and verbal communication skills
- Demonstrated ability to effectively prepare complex proposals in a timely manner
- Familiarity with DoD contracting, development, and culture
- Functional with Microsoft Office and Microsoft Project
- Capable of travel 10% to 15% of time

#### **Physical Requirements:**

The employee is required to talk, see and hear. The employee is required to sit for extended periods of time and use their hands and fingers, and computer keyboard. The employee is occasionally required to stand, walk, and reach with arms and hands. Vision abilities required by this job include close vision. Some light lifting, up to 25 lbs, is required. Must be able to travel to customers, conferences, trade shows, etc.