



## **JOB TITLE: Program Manager**

**TERM:** Contract (2+years)

**SALARY:** Dependent on experience

**REPORTS TO:** Senior Management

### **POSITION OVERVIEW**

Candidate to become a valuable team member by providing program management, communication, leadership, customer management, business development, financial management, and organizational capabilities for a small company developing leading edge technologies to improve safety and security in the U.S. National Airspace System.

### **POSITION LOCATION**

Patriot Technologies, LLC headquarters is located at 4400 Leisure Time Dr., Diamondhead, MS. Position location is flexible, although nature of the contract will require on-site presence during meetings, testing/visits at offsite test/implementation site (Gulfport-Biloxi International Airport). Occasional travel involved to meet with subcontractors and customers.

### **POSITION REQUIREMENTS**

#### **Minimum Qualifications**

- A Bachelor's degree in a technical or management field and eight (8) years of recent experience in program management and supervisory roles;
- At least four (4) years of the total experience spent as a program manager of contracts for government business or technical efforts.

#### **Desired Qualifications**

- Experience working in an aviation-related field, or working with aviation-related government agencies
- Familiarity with the FAA acquisition management system (AMS).
- Experience with government contracting and cost reimbursable accounting requirements.
- Demonstrates a general understanding of engineering principles (hardware, software, power, and communications technologies).
- Possesses advanced computer skills including Word Processing, Spreadsheets, Presentation software, and Project Management applications.
- Ongoing awareness of new and emerging technologies and the potential application on client engagements.

## ESSENTIAL FUNCTIONS

### Program Management

- Serves as the overall lead, manager, and administrator for the contract effort.
- Maintains high-level operational aspects of a project(s) objectives and scope.
- Maintains focus and direction of program resources and manages program deliverables and budgets.
- Creates and executes program work plans and revises as appropriate to meet changing needs and requirements.
- Reviews and ensures the quality of deliverables prepared by team before passing to client.
- Minimizes company exposure and risk on projects.
- Coordinates recruitment or assignment of project personnel including assignment of duties, responsibilities and scope of authority.

### Communication

- Facilitates project team and client meetings effectively.
- Keeps project team well informed of changes within and outside the organization and general corporate news as it relates to the project;
- Effectively communicates relevant project information to superiors.
- Works with other management staff to create effective, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

### Customer Management

- Serves on Management Oversight Committee to ensure maintenance of customer satisfaction.
- In combination with management, provides input to strategies focused on managing customer expectations.
- Communicates effectively with customer(s) to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen customer relationships.

### Business Development and Continuity

- Identifies business development and "add-on" sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and LOE assessments.
- Represents program leadership in meetings with customers and subcontractors, when necessary.
- Effectively conveys company's vision in both written and verbal business development discussions.
- In partnership with company management, participates in review of company legal and intellectual property documents.

### Financial Management

- Manages and controls financial aspects of the project.
- Understands basic revenue models, P/L, and cost-to-completion projections
- Understands company pricing methodology and billing procedures.

## **ORGANIZATIONAL RESPONSIBILITIES**

### **Employee Development**

- Conducts effective performance evaluations and mentors those with less experience through formal channels.
- Helps team execute career development plans.
- Encourages employees through both formal and informal training programs.
- Challenges fellow employees to progress toward their professional development goals.

### **Internal Operations**

- Suggests areas for improvement in internal processes along with possible solutions.
  - Leads internal teams/task forces
  - Approves team members' time and expense reports in a conscientious and timely manner.
  - Reviews the status reports of team members and addresses issues as appropriate.
  - Complies with and helps to enforce standard policies and procedures.
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