



TECHNICAL PROGRAM MANAGER

Job Responsibilities

The technical program manager is responsible for the execution of one or more simultaneous projects under development from program approval through volume production.

Person chosen for this role will manage and be responsible for the successful completion of all tasks in assigned program areas including technical work, financial and project management activities, to include:

- Fully participate in and support the Fulcrum Concepts Quality Management System
- Plan, implement, administer, and evaluate programs with customers
- Prepare, review, and evaluate program documentation, specifications, and procedures, to include all white papers, rough orders of magnitude (ROM), proposals, and program plans
- Prepare all budgetary estimates and administer program budgets, with administrative oversight
- Analyze policies and procedures to improve program efficiency and effectiveness
- Supervise assigned personnel, program coordinators and/or support staff
- Develop, review, and approve plans, schedules, consulting agreements and other program documents
- Manage programs and projects to deliver the appropriate project scope on schedule, within budget, and with acceptable quality
- Track program against its schedule, budget and against phase review objectives, reporting status to executive staff on an as needed basis
- Develop and implement recovery plans for off-schedule and unanticipated eventualities
- Evaluate risks and develop mitigation plans to minimize or address those risks
- Conducts analysis of requirements and components and performs audits to ensure functionality, operations and performance requirements are achieved
- Lead program teams and facilitate the communication and interaction among the functional representatives
- Establish positive working relationships with customer counterparts and oversee program and technical strategy and direction
- Assure quality of program products, services, and deliverables, including participating in reviews, audits, and site visits
- Prepare and provides various reports and technical reviews to senior management as requested
- Ensure compliance with relevant corporate and government policies and standards
- Perform resource forecasting, planning, and management
- Facilitate communication across multiple internal functions and departments to ensure priorities are aligned

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes



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Knowledge and Experience

- 5-6 years of related program management experience preferred
- Communication Proficiency
- Leadership
- Organizational Skills
- Problem Solving/Analysis
- Customer/Client Focus
- Project Management
- Technical Capacity
- Microsoft Office, MS Project
- Lean Six Sigma experience desired

Education

- Bachelor's Degree in a related business or technical discipline OR the equivalent combination of education, technical training, or work/military experience, military aviation experience preferred
- Professional certification (PMP) preferred

Benefits include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 12 Paid Holidays each year
- 9/80 Work Schedule

This position is subject to ITAR requirements per the DoD which requires US Person status. ITAR defines US Person as a U.S. Citizen, Lawful Permanent Resident, Refugee, or Asylee. Employment sponsorship is not available for this position

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

