



## PROGRAM MANAGER

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### **Role**

Solely responsible for planning, overseeing and leading projects from ideation through to completion. Coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. This role is the go-to person for everything involving a project's contractual requirements, organization, and timeline. Extent of involvement with any one activity will vary with workload. The successful candidate will be capable of the following: understanding the requirements and dynamics of engineering and manufacturing development programs, becoming knowledgeable of the complete range of projects, handling multiple tasks of various requirements calmly and with decorum, balancing competing interests through excellent time management skills, capable of rapidly switching priorities in a dynamic business environment, capable of rapidly learning new tasks, executing a variety of administrative and financial tasks.

### **Job Responsibilities**

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources.
- Coordinating with Engineering, Fabrications, and Production internal stakeholders.
- Maintaining and enhancing customer relationships.
- Communicating with customers about contract changes and schedule impacts.
- Delegating tasks on the project to employees best positioned to complete them.
- Identifying and managing potential risks and liabilities of multiple projects.
- Assisting in the definition of project scope and goals.
- Making effective decisions when presented with multiple options for how to progress with the project.
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy.
- Communicating with executives or the board to keep the project aligned with their goals.
- Performing quality control on the project throughout development to maintain the standards expected.
- Adjusting schedules and targets on the project as needed.
- 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

*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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- Motivating people involved in the project to complete tasks on time.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in scope, schedule, and costs.
- Measure project performance using appropriate systems, tools, and techniques.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Create and maintain comprehensive project documentation.

### **Knowledge and Experience**

- Project Management experience in the field of aviation, engineering, and development programs
- PM experience with aircraft integration programs, test, and qualification preferred
- Experienced with DOD contracts
- Demonstrated proactive, driven, self-starter mindset
- Demonstrated ability to work effectively with a wide range of people and personalities
- Demonstrated ability to plan effectively, be resilient to change, and prioritize project tasks
- Excellent interpersonal and communications skills
- Works well in dynamic, fast paced environment

### **Additional Skills That Are Not Required but Beneficial Include:**

- Demonstrated ability to achieve cost, schedule, and customer objectives
- Experience with IR&D development and fast paced engineering programs
- Previous experience leading a multi-discipline team

### **Security Clearance Requirement**

- Subject to a security investigation and may need to meet eligibility requirements for access to classified information and a SECRET, TS, or TS/SCI clearance may be required as well

### **Education**

- Bachelor's Degree in Business, Management, or Engineering
- Project Management Professional (PMP) Certification
- Minimum of 5 years management experience



**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

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*The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.*

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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, or genetics. 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.

