



Position Title: Senior Program Manager
Department: Program Management
Reports To: Senior Director Program Management
Prepared Date: 8/8/2023

SUMMARY

Miltope Corporation manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

This position shares financial responsibility (Revenue and P&L) with the CEO by assisting to develop annual business plans, compiling financial forecast, conducting margin analysis, creating business reviews for price list and proposals, as well as interacting daily with customers and Business Development to lead new product development, contract negotiations, and an internal team to successfully execute company operational plans. The Senior Program Manager serves as the primary customer interface to ensure program implementation is aligned with customer expectations. The department must have the ability to establish and sustain business relationships, respond to customer needs in a timely manner, address complex technical requirements, react to changing requirements, and lead a diverse staff to achieve business objectives. The Product Line Management Department must deliver on contractual and financial commitments, champion Miltope's standards of conduct, and promote a perspective for the most effective solutions to meet customer needs and grow the business.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Experience with developing a multi-functional team from proposal generation through contract award/completion including experience managing cost, schedule and technical aspects of a program
- Demonstrated knowledge of product line management processes from program start-up through closure, including establishing program baseline, conduct of management reviews, and reporting earned value
- Excellent communication skills and experience presenting to customers and senior leadership; ability to effectively work and communicate with all levels of management and customers



- Knowledge and demonstrated understanding of Earned Value Management, Risk-Management and other Management Tools/Metrics
- Strong working knowledge of business and project-management tools and processes such as EVMS, IMS/IMP, risk-management, financial forecasting and EACs
- Thorough understanding and implementation of program leadership best practices and processes to include capture-management, engineering development, production operations and mission support activities
- Demonstrated communication/presentation, critical thinking and problem solving skills with an attention to detail
- Collaboration with the Business Development, Engineering, Supply Chain, Operations, and Finance to establish business case for new products, compile and present business case to leadership team
- Conduct Make/Buy business reviews, create strategies and/or transition plan to successfully execute
- Create overall operational and resource plan for new products and/or customers
- Communicate to leadership on all matters related to cost, schedule and performance
- Lead internally IPT meetings and guide cross functional shared team on priorities
- Coordinate proposals, RFQ bids and contractual compliance throughout life cycle of product
- Provides status to customers and problem resolution

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Must have a Bachelor Degree with a Minimum 10 years combined experience in any of the following: Pricing, Contracts, Business Management, Program Management, Subcontracting or Engineering Project Management.
- Minimum of 7 years Leadership Experience - Either leading functional teams or projects
- Minimum of 5 years' experience in development of TINA-Compliant (Truth in Negotiations Act) proposals and DCMA/DCAA audits
- Minimum 5 years' experience in proposal efforts to include any of the following actions: creating proposals estimates, providing guidance on proposals, performing red line review of proposals, or conducting final review of functional estimates used for proposals.
- Knowledge of FAR and DFARS
- U.S. Citizenship Status is required



- Ability to achieve and maintain active DoD Security Clearance

Required Knowledge, Skills, & Abilities:

- Ability to organize, schedule, budget and coordinate work phases; excellent time management skills
- Strong interpersonal, verbal and written communication skills to interface with internal employees, external customers, vendors, and be able to accurately document, report and present
- Proficient with Microsoft Office (Word, Project, Visio, Excel & PowerPoint); proficient experience using internal ERP systems
- A drive for results in a teambuilding environment
- No travel restrictions

Preferred Education & Experience:

- Master's Degree in Business, engineering, finance or related field
- Experience conducting complex cost analysis and risk modeling
- Excellent oral and written communication skills
- Ability to effectively manage competing priorities and deadlines
- Ability to handle multiple tasks in a fast paced environment
- Ability to think proactively
- Excellent problem solving, organizational, and communication skills

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is frequently exposed sitting, walking and reaching in a desk/office environment
- The noise level in the work environment is usually moderate
- Miltope requires COVID 19 vaccination