
Program Manager (PM)

Department: VelocityTX

Supervisor: Director of VelocityTX

FLSA Status: Exempt

Classification: Full time

Position Overview

The Program Manager (PM) leads the execution of assigned programs with strong attention to strategy, implementation, and execution. This position performs various tasks that drive the overall programming efforts for the VelocityTX Innovation Center designed to accelerate the growth of bioscience companies. Examples of programs include but are not limited to Incubator, Accelerator, CEO Roundtable, and SBIR Bootcamp. The Program Manager (PM) is a full-time position that reports to the Director of VelocityTX.

To apply, email a cover letter and resume to derek@velocitytx.org. Please add in the email subject line **VelocityTX Program Manager (PM)**.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plan, oversee, and manage the development and execution of assigned programs to include high-quality content for each program.
- Excel in change management by developing workable implementation plans, communicating changes effectively, building commitment and overcoming resistance.
- Act as point of contact for program participants and be the conduit amongst participants, speakers, Entrepreneurs in Residence, mentors, industry experts, business advisors, and coaches to ensure overall objectives are met.
- Design and document processes, playbooks, and policies to standardize and scale VelocityTX programs.
- Design and administer surveys and other assessment tools to capture and analyze data for program planning, decision-making, and reporting.
- Ensure the upward growth trajectory and success of assigned programs by continuously evolving and improving based on best practices, participant feedback, and benchmarking.
- Identify and address problems and risks with various stakeholders.
- Provide direct technical assistance and prepare background materials such as slide decks and other content for workshops, events, and presentations.
- Create content for social media posts and eblasts to promote programs.

- Create project management timelines, execute on schedule, and provide regular updates to leadership.
- Lead event planning logistics for assigned programs and execute events within allocated budget.
- Develop annual strategic plan and budget for assigned programs.
- Monitor and report on key performance indicators for assigned programs and report program outcomes.
- As needed, work with VelocityTX team to devise other programming with a focus on innovation in medical devices, biotech, and healthcare IT.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A minimum of bachelor's degree in business administration or a related field plus three to five years' experience; or equivalent combination of education and experience.

Master's degree strongly preferred.

A track record of taking ideas to execution working both independently and collaboratively.

Language Skills

Excellent written and verbal communications skills.

Mathematical Skills

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

Reasoning Ability

Strong organizational skills with the ability to manage multiple projects and competing priorities. Ability to take direction well and contribute positively to the overall work environment and performance of the group.

Computer Skills

Competency in using Microsoft Office Suite and project management tools such as Gantt charts.

Certificates, Licenses, Registrations

Project Management Professional (PMP) certification strongly preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date