

POSITION TITLE:

Director of Programs

POSITION SUMMARY:

As a Director of Programs at MMEC, you will refine and drive processes and oversee the technical and programmatic execution of multiple projects and infrastructure within the organization. This role involves strong technical leadership, a keen understanding of project management and key performance parameters, and the ability to communicate with team members and stakeholders to meet their needs and expectations effectively. Your primary responsibilities will include leading project management and product development, capital equipment and facility investments, technology transition, and product development, ensuring technical excellence, performance, milestone delivery, cost control, return on investment, and earned value management while engaging with stakeholders and providing critical information to leadership.

ESSENTIAL JOB FUNCTIONS:

- **Portfolio and Project Management and Monitoring:**
 - Establish, document, and execute frameworks and processes to plan and monitor the progress of multiple projects simultaneously and ensure desired program outcomes and objectives are delivered. Utilize project management tools, methodologies, and best practices.
- **Contract Tracking:**
 - Maintain a comprehensive record of all project contracts and infrastructure investments, ensuring adherence to contractual obligations, timelines, and deliverables.
- **Cost Management:**
 - Develop and manage project budgets, regularly assessing project financials to ensure cost efficiency and profitability.
- **Performance Evaluation:**
 - Continuously assess project performance against established metrics and key performance indicators (KPIs), implementing necessary adjustments to ensure project success.
- **Stakeholder Engagement:**
 - Collaborate with internal and external stakeholders, understanding their needs and providing regular updates and reports to ensure alignment with project objectives and drive new business opportunities.
- **Leadership Reporting:**
 - Prepare and deliver project status reports and updates to executive leadership, highlighting achievements, challenges, and recommended actions.
- **Risk Management:**
 - Identify potential risks and issues within projects and develop mitigation strategies to address them promptly.
- **Resource Allocation:**
 - Manage and allocate resources, including personnel and equipment, to optimize project outcomes.
- **Quality Assurance:**
 - Ensure project deliverables meet the highest quality standards and align with customer expectations.
- **Continuous Improvement:**

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- Promote a culture of continuous improvement within the project management and product development team, seeking opportunities to enhance processes and methodologies.

QUALIFICATIONS:

- Bachelor's degree in engineering, a Bachelor's degree in Business Administration, Project Management, or equivalent experience in a related field. Master's degree is preferred.
- Proven experience in technical leadership and management of comprehensive technical portfolios/programs with a track record of successfully managing multiple projects simultaneously.
- In-depth knowledge of project and product management tools and methodologies, including Gantt charts, earned value management, and stage gate processes.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels.
- PMP or other relevant certifications are a plus.
- Diverse Microelectronics experience is highly preferred.
- Demonstrated business acumen to guide the team forward with projects strategically.
- Proficiency in project management software, including Gantt charts.
- Strong management and interpersonal skills.
- Proven ability to manage project budgets, deadlines, and communications effectively.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and move up to thirty pounds. Specific vision abilities this position requires include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

WORK ENVIRONMENT:

Work is performed in a fast-paced office setting with frequent interruptions. Duties may require sitting for long periods.

OTHER:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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