WILLIAM H. SADLIER, INC
JOB DESCRIPTION

Technical Program Manager

The Technical Program Manager will work on technical platform development for Sadlier's flagship learning management system as well as product development activities for digital-first programs, in their entirety, to ensure planned outcomes are delivered to the business. This individual will organize, promote, and implement effective programmatic initiatives. The Technical Program Manager should understand agile principles and the driving forces behind what makes product development teams productive and products successful. They must collect and analyze data to monitor program status. The Technical Program Manager is responsible for facilitating the team building and an integrated plan for the project, coordinating the team to ensure product development meets necessary development milestones.

Salary: $90K–100K

Responsibilities

- Serve as scrum master for two of Sadlier's agile development teams: Sadlier's flagship LMS and for an adaptive learning program.
- Organize agile ceremonies and artifacts for the initiatives they work on
- Identify impediments to team performance and own finding resolution to them.
- Build and maintain integrated project schedule for all works streams of a program.
- Support the development of content development schedules for adaptive learning
- Be a resource for Publishing team on best practices for content development and management of schedules
- Coordinate cross-project activities amongst cross-functional teams.
- Develop and control deadlines, budget, and activities while promoting agile development.
- Prepare reports on overall program status.
- Identify risk, escalate appropriately, and manage resolution.
- Work closely with program's executive leadership and multi-functional leadership to ensure business goals are met.
- Work with business manager and department heads to ensure project remains on budget.
- Facilitate problem-solving with team members to ensure program's scope and goals are not compromised.

Education, Experience, Skills Required:

- 10+ years of production and management expertise in educational publishing or educational technology, with proven ability to successfully construct, direct, and manage multiple teams as well as individuals, and projects simultaneously, on schedule and budget, and in alignment with an organization's core mission, operating principles, and publishing strategies and objectives.
- Proven experience with successful programs as a program manager or other managerial position.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation and change management principals.
- Excellent knowledge of project management tools and systems including Jira, Confluence, Trello, Smartsheets, Microsoft Office, and other project/program management software.
- Outstanding cross-functional leadership skills.
- Exceptionable organizational skills.
- Ability to liaise with colleagues at all levels within and outside of the organization.
- Ability to motivate and hold team members accountable for success.
- Excellent communication skills.
- Excellent problem-solving ability.
- BS/BA diploma in management or relevant field.
- Certified Scrum Master (CSM) Certification preferred.