Posting Information

Position Title: Senior Program Manager **Position Type:** Full-Time Employment
Position Location: Utah County, Utah **Position Pay:** $75,000 - $90,000 DOE
Hiring Manager: Abe Young | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking a Senior Program Manager to assist in the following: 1) Oversee strategic planning and creation of project deliverables, 2) Lead Kanban board reconciliation and prioritization, and 3) Collaborate with team managers in responsibly growing the capacity of the Foundation.

Educational/Professional Requirements

- A Bachelor's Degree or equivalent work experience
- PMI-ACP or PMP Certification is a plus

Experience Requirements

- 6-10 years in a product or program management role
- Experience assisting in projects using both Waterfall and Iterative/Agile methodologies
- Experience using LeanKit or other Iterative project management products is a plus
- Experience managing a team of remote employees is a plus
- Experience using business intelligence products is a plus
- Non-profit experience is a plus

    Responsibilities

- Understand and prioritize the work of separate teams with many and varied deliverables that are dependent on each other.
- Assisting in building and implementing project plans.
- Be trained and competent in both Waterfall and Iterative/Agile project management methodologies and model these methodologies for Foundation teams.
- Lead strategic planning meetings and document plan of release.
- Prioritize and reconcile Kanban boards for each team in The Foundation
- Support Foundation employee adoption of project management processes and tools.

- Assess project post-implementation with the team and stakeholders to ensure all deliverables have been completed.
- Identify which ideas should be promoted and pushed forward into strategy planning
- Ensure feedback and requests are seamlessly integrated into their strategic planning
- Assess and reduce wasteful activities and artifacts in Foundation PMO processes.
- Facilitate consistency in strategy development and documentation across teams.
- Create processes to streamline work as necessary.
- Mitigate and manage risks.