



**Date: January 3, 2022**

**Role: Senior Program Manager**

**Reporting to: Benjamin Smith, Chief Product Officer (CPO)**

**Description:**

The Sr. Program Manager role in GRC will be responsible for the planning and management of programs for GRC. They will enable the GRC cross-functional team (Engineering, Product Management, Operations, Customer Experience and Sales & Marcom) three collaborative program and project planning, appropriate use of tools, development & execution of project process and daily management of the complex projects GRC requires to succeed in the market.

**Primary Responsibilities:**

- Build and ensure appropriate execution of a GRC Project Management Office
- Deliver a repeatable, collaborative, measurable project process to GRC that enables work to be done with quality, on time and on budget with appropriate communication and escalation
- Document complex projects and manage the execution of those projects with measurable targets
- Manage product roadmap kickoffs and stage gate reviews, complex orders requiring cross functional project team to deliver and assist others managing projects with lower complexity to appropriately following of our project processes
- As demands and revenue increase, build out a team of project managers