

**Long Wave Inc. Position Description**

**Position Title:** Program Director

**Department/Location:** Programs /Oklahoma City, OK 73104

**Supervisor:**

**Status:**  Regular/Full-Time Non-Exempt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Function:**

This is a leadership position with daily executive interactions, and selected candidate will display consistent impeccable judgment and embody Long Wave leadership behaviors. The selected candidate should thrive in a fast-paced work environment with high expectations, significantly diverse assignments, and collaborative/team settings across all levels, including executive leadership.

**Essential Responsibilities:**

* Positively lead, inspire and motivate a team to execute to plan
* Effectively coordinate across multiple program IPTs to manage change and configuration of requirements
* Customer communication and collaboration to drive mutual goals and shared success
* Lead a team of technical team members to deliver technical capabilities
* Leadership of a team of direct reports where you will define goals, develop the team and ensure the team is continuously performing and growing into expanded roles.
* Manage team to baseline schedule and cost allocations
* Actively manage Risk, Issues & Opportunities to ensure program execution success
* Partner with functional disciplines to define and integrate expertise into the team
* Be a digital advocate, applying new tools and functionality to drive execution efficiencies

**Work Conditions:**

Employee will be working within an office environment. Employee may be expected to travel on occasion to locations where specific PPE or attire is necessary.

**Job Requirements:**

*Minimum Requirements:*

* Bachelor’s degree and 10 years (or Bachelor of Science in STEM and 9 years) of related experience as defined below, OR a Master’s degree and 8 years (or Master of Science in STEM and 7 years) of related experience as defined below
* Related experience includes a background in project management, program management, engineering, capture efforts, and/or business management related functions
* 5 years’ experience in program/project management
* Ability to transfer and maintain the final adjudicated government Secret clearance, and any program access(es) required for the position within a reasonable period of time, as determined by the company, and ability to obtain a Top Secret clearance

**Preferred Requirements:**

* Active DoD Top Secret/SCI clearance
* Prior roles executing on digital programs leading to an understanding of how digital ecosystems function, integrate data and deliver execution efficiencies
* Prior experience working in Program Integration or Operations & Integration for a large program
* Experience leading a team in a matrixed environment to achieve program goals.
* Program management experience on Agile programs applying incremental planning and delivering programs on schedule.
* Experience in information technology and networks

**EOE AA M/F/Vet/Disability**