

POSITION TITLE: SR. PROGRAM MANAGER

LOCATION: BALTIMORE, MD

About the Opportunity

You will be responsible for mobilizing cross-functional resources in support of an evolving portfolio of client deals and internal strategic initiatives. As a Program Manager you will use your experience and leadership skill set to orchestrate superior implementation and management of Videology products and services for our clients. You will work in an environment where an informal and rewarding office culture is combined with the hardest working and smartest staff to be found in Baltimore.

At Videology, the Program Manager is the hub for all stakeholders, from our COO and the Executive VPs of major networks, to the Videology staff developing code and executing advertising campaigns. Videology is a dynamic and fast paced environment that will frequently require the candidate to exert influence without direct authority to eliminate roadblocks. The position requires a unique blend of self-starter, team player, mastermind, and collaborator. The individual in this role will have a significant impact on the success of the firm and will become an expert in all aspects of operations for one of the fastest growing pre-IPOs in the ad tech industry.

Reporting into the Director of Program Management, you will eventually own 3 to 5 programs that support client onboarding, scope adjustment for existing deals, and the advancement of organizational strategic objectives. The ideal candidate will be poised, calm under pressure, and comfortable working with stakeholders at all organizational levels to ensure excellent delivery for our clients.

Job Responsibilities

- Responsible for the planning and execution of 3 -5 simultaneous programs across a highly matrixed organization
- Quarterback cross divisional collaboration, driving accountability, promoting transparency for all stakeholders, and escalating to VP and C-level management appropriately
- Create and maintain resilient relationships with individuals at a variety of organizational levels in the client organization and within Videology
- Develop and present weekly project reports communicating status, issues, and risks to client and internal stakeholders
- Implement and maintain portfolio of processes, documentation, and tools for managing programs including; project schedules, risk management logs, and action trackers
- Contribute to the development of Videology program management best practices
- Assist sales staff during the opportunity assessment and proposal phases of the client capture process, particularly as it relates to deployment approach, timeline, and deliverables
- Meet client commitments on-time while providing high quality client service
- Make occasional day trips to New York and Philadelphia for client meetings (1-2/month) and rare overnight trips to Videology and client sites outside of the Acela corridor

Minimum Qualifications

- Experience coordinating and scheduling projects through their entire life cycle
- Basic understanding of Internet technologies and software development
- Professional client presence and excellent communication skills, both written and verbal
- Effective decision making and problem solving skills
- Ability to influence stakeholders to accomplish goals

- Self-starter mentality, able to work independently to complete tasks, thrive in a team environment, and rapidly adapt amidst shifting priorities
- Energetic and positive attitude, with an ability to remain solution focused under pressure
- Outstanding organizational and multi-tasking skills
- Proven ability to maintain attention to detail in a fast paced environment

Preferred Qualifications

- Bachelor or Masters level degree desired. Preferable fields including Engineering, Media, Communications, Economics
- 2+ years of project/program management
- 2+ years of experience in a software development or advertising environment

Resume Submission

Please submit your resume to careers@videologygroup.com and denote the position title and location of the job you are applying for in the email subject line.