

## **Role : Lead Program Advisor**

Role: Provide expertise in program development and execution.

### **Responsibilities:**

- Provides expertise and guidance on programmatic initiatives.
- Assists in the development and evaluation of organizational programs.
- Collaborates with the Program Committee and relevant staff.
- Advise on program strategy and implementation.
- Evaluate program effectiveness and suggest improvements.
- Scope and plan delivery of strategic programs fostering close collaboration with executive sponsors and stakeholders.
- Lead programs end-to-end, coordinating and managing the execution of work across cross-functional and globally distributed teams.
- Manage multiple programs in tandem, understanding how to juggle competing priorities.
- Develop project plans (including comprehensive timelines), which include defining milestones, tasks and activities needed to achieve project goals.
- Identify and proactively manage program risk, and collaborate with other program and project managers to mitigate risks across the portfolio.
- Plan and own change management activities (both internal and external).
- Drive collaboration across many stakeholders to define program goals and metrics of success, taking into account available resources, dependencies, budget, priorities and other constraints.
- Act as a trusted strategic advisor to leaders and program sponsors to optimize for customer experience and ROI.
- Embody our 'growth mindset' leadership principle to drive continued improvement.

### **Qualifications:**

- 4+ years of project and program management experience, with a successful track record executing highly visible and mission-critical projects and programs in the tech industry.
- Experience driving and releasing changes impacting internal processes, products, and customers.
- 2+ of managing and executing programs with minimal supervision.
- Expertise in program development and evaluation.
- Previous advisory or leadership experience in program-related roles.

- Strong understanding of educational and development programs.
- Excellent collaboration and communication skills.
- Commitment to advancing the organization's programmatic goals.
- Professional leader who is skilled at managing competing priorities in a fast-paced environment.
- High energy and enthusiasm to drive large-scale transformations in a high growth company.
- Self-starter mentality, yet a team player with a collaborative approach.
- You are tenacious, with the emotional intelligence to know when to push harder and when to look for alternative approaches.
- Superior analytical skills and particular attention to detail with good business judgment and exceptional maturity, diplomacy, and communication skills (both written and verbal).

Please email a resume and cover letter to Shabir Bhagani at [Shabir@bhaganieducation.org](mailto:Shabir@bhaganieducation.org) with the subject line “[Last Name, First Name] Lead Program Advisor”.