**Project Manager**

**ROLE**

The Senior Project Manager will oversee operations at our Richmond, Virginia location, managing complex projects, ensuring timely delivery of results, and aligning with overall program objectives. This individual will serve as a critical liaison between program offices, stakeholders, and leadership while ensuring the successful execution of mission-critical initiatives.

**Qualifications**

**Required Experience and Education**

* 10+ years of experience in project management, with at least 5 years managing complex programs in a Department of Defense environment
* Bachelor's degree in Project Management, Business Administration, Engineering, or a related field
* Secret security clearance
* Project Management Professional (PMP) certification
* Proven track record of successfully managing large-scale, multidisciplinary teams

**Required Skills and Knowledge**

* Strong leadership and interpersonal skills, with the ability to manage and motivate teams effectively
* Exceptional communication skills, including the ability to present complex information to technical and non-technical audiences
* Proficiency in project management tools (e.g., Microsoft Project, JIRA) and methodologies
* In-depth knowledge of acquisition processes, policies, and compliance requirements
* Expertise in project scheduling, risk management, and budget oversight

**Preferred Qualifications**

* Master's degree in Project Management, Business Administration, or a related discipline
* Familiarity with training information systems and their operational requirements
* Experience working with military leadership and stakeholders

**Key Responsibilities**

**Project Leadership and Execution**

* Lead and oversee the planning, execution, and delivery of assigned projects
* Develop and manage project schedules, milestones, and budgets, ensuring alignment with program objectives
* Identify and mitigate project risks, ensuring all deliverables are completed on time and within scope
* Apply appropriate project management methodologies to achieve program goals

**Stakeholder Engagement and Communication**

* Act as the primary point of contact for stakeholders at the Newport News location
* Provide regular updates, briefings, and reports to the Program Manager Lead and other senior leaders
* Foster strong relationships with leadership, contractors, and cross-functional teams to ensure project alignment with strategic goals
* Facilitate effective communication across all project stakeholders

**Team Leadership and Collaboration**

* Manage and mentor a multidisciplinary project team, fostering a high-performance culture
* Coordinate with functional teams, including cybersecurity, acquisition, and engineering, to ensure project success
* Facilitate collaboration between product offices, ensuring best practices and lessons learned are shared across the program
* Develop and maintain a collaborative work environment that promotes innovation and excellence

**Compliance and Reporting**

* Ensure all project activities comply with relevant policies, regulations, and directives
* Oversee the preparation and submission of required project documentation, including reports, plans, and deliverables
* Monitor and report on project performance metrics, providing recommendations for continuous improvement
* Maintain appropriate security protocols and documentation standards

**Continuous Improvement**

* Identify opportunities to streamline processes and improve efficiency
* Stay informed of emerging trends and best practices in project management
* Lead process improvement efforts to enhance project delivery capabilities
* Implement lessons learned and best practices across projects

**Working Conditions**

* Full-time position based in Richmond, Virginia
* May require occasional travel to other locations
* Standard business hours with some flexibility required to meet project demands
* Professional office environment with modern collaboration tools and technologies

**Success Factors**

* Demonstrated ability to lead complex technical projects with multiple stakeholders
* Excellence in communication and relationship management
* Strong problem-solving abilities and decisive leadership
* Commitment to delivering high-quality results within established constraints
* Adaptability in a dynamic, mission-focused environment