



Program Manager

Job Description

Martin UAV is actively building a world-class team to bring revolutionary unmanned aircraft systems technologies to government and commercial markets.

We are currently seeking an Project Manager to join the team to serve as the primary point of contact between Martin UAV, contractors, and our customers in support of various projects. The successful candidate is responsible for keeping customers informed on issues and concerns related to their projects, as well as proactively alerting the customers to potential contractual programmatic, and/or resource limitation issues.

Responsibilities

- Define and communicate project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Liaise with project stakeholders on an ongoing basis; along with setting and continually managing project expectations. Plan, schedule and track project timelines and milestones using appropriate tools
- Interface with manufacturing staff, production control, purchasing, finance, and quality to support on time delivery
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas
- Coordinate with customers to identify opportunities and solutions and provide issue resolution across the program lifecycle, including proposal, production, and support
- Create best practices and tools for project execution and management
- Estimate the resources and participants needed to achieve project goals
- Proactively manage changes in project scope, identify potential delays, and devise contingency plans
- Develop an understanding of various Contract design and structure to include but not limited to: FFP; CPIF; CPFF; CPAF; BOA; IDIQ; Foreign Military Sale (FMS); and International Direct Commercial Sale (DCS), and, competitive and sole source procurements
- Program management activities including coordination & communication with prime contractor, sub-contractor, and/or various customer reps
- Provide concise reports to management on status, potential issues, risks, and solution recommendations

Skills and Experience

- BS or MS in related technical field or business/management-related field
- Preferred experience in US Government contracting
- Certifications in project management
- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, and MS Project)
- Exceptional communication skills (verbal and written) with the ability to address complex issues and action plans with customers, program team, peers, and senior management
- Experience with complex operations and interfacing with supported customers
- Prefer knowledge in US Government cost-reimbursement contracts, Cost Accounting Standards (CAS) disclosure statements, and Federal Acquisition Regulations (FAR) and DFAR
- Knowledgeable in production, contracts, logistics, and operations



- Broad knowledge of business case analysis, KPIs, dashboard reporting, and revenue/expense/capital analysis preferred; Adept at conducting research into project-related issues and products
- Ability to multi-task, work well in a fast-paced and high volume environment and is comfortable with deadlines
- Comprehension and understanding of broad practices associated within the Project/Program Management Fields
- Must be a US Person and able to obtain a Secret Clearance
- Ability to travel

Compensation

We are located in Prosper, TX and offer an industry competitive salary and comprehensive benefits package including medical, dental, vision and life insurance, PTO days, and 401(k) plan with company matching.

Contact our Careers Team at Careers@MartinUAV.com to submit a resume and a statement regarding your suitability for this position.