WILLIAM H. SADLIER, INC
JOB DESCRIPTION

Program Manager

William H. Sadlier, Inc. is a 185-year-old company that develops high-quality learning programs for K-8 students at schools and parishes. The company notes its mission as the following: "Sadlier creates experiences that inform and transform the hearts and minds of learners in all educational settings and throughout life. We remain driven by our commitment to serve educators in schools and parishes to unlock the full potential of all individuals. As a focused publisher, we work closely with our customers to understand their unique needs and provide innovative solutions in and out of the classroom."

Sadlier now seeks candidates for the role of program manager. The program manager will oversee product development activities for a program in its entirety to ensure program outcomes are delivered to the business. This individual will conceive, organize, promote, and implement effective programmatic initiatives. The ideal candidate should understand the driving forces behind the product development activities and collect and analyze data to monitor program status. The program manager is responsible for building an integrated plan for the project, from idea through to delivery, and will coordinate with project managers to ensure execution of the product development activities stay on schedule and remain on budget. The program manager has overall responsibility and authority for delivering the program.

Responsibilities
- Formulate, organize, and monitor inter-connected projects making up the program.
- Initiate and manage project teams through the entire lifespan of a project, from idea through launch, availability, and implementation of the program.
- Building and maintain integrated project schedule for all works streams of a program.
- Coordinate cross-project activities amongst cross-functional teams.
- Lead and evaluate project managers and other staff.
- Develop and control deadlines, budget, and activities.
- Apply change, risk, and resource management to program.
- Assume overall responsibility for program-assigned staff and vendors.
- Assess program performance through development and production and aim to maximize ROI.
- Govern and control scope of program.
- Prepare reports on overall program status.
- Identify risk, escalate appropriately, and manage resolution.
- Work closely with program's executive leadership and multi-functional

leadership to ensure business goals are met.
- Work with SVP Publisher, VP Digital, Shared Services, VP subject area, and other responsible staff to complete program plans and roadmap complete program lifecycle.
- Work with business manager and department heads to ensure project remains on budget.
- Facilitate problem-solving with team members to ensure program's scope and goals are not compromised.

Skills & Traits

- 10+ years of production and management expertise in publishing, with proven ability to successfully construct, direct, and manage multiple teams as well as individuals, and projects simultaneously, on schedule and budget, and in alignment with an organization's core mission, operating principles, and publishing strategies and objectives
- Proven experience with successful programs as a program manager or other managerial position.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation and change management principals.
- Excellent knowledge of project management tools and systems including Microsoft Office, Microsoft Project, and other project/program management software.
- Outstanding, irrefutable, and consistent leadership skills, with strong evidence of maturity, balance, and perspective.
- Irrefutable evidence of exceptionable organizational skills.
- Ability to liaise with colleagues at all levels within and outside of the organization
- Strong ability to motivate and hold staff accountable for program success
- Excellent communication skills.
- Excellent problem-solving ability.
- BS/BA diploma in management or relevant field; MS/MA is a plus.
- Project Management Professional (PMP) Certification preferred.