

Position: Senior Talent Program Manager

Job Location:

**LIFT ALMMII Headquarters
1400 Rosa Parks Blvd
Detroit, MI 48216**

LIFT, a National Innovation Institute, is seeking a Senior Talent Program Manager to support Senior Director of Talent to develop the expectations set up in the Collaborative Agreement.

This position will report directly to the LIFT's Senior Director of Talent and will lead the talent team in developing and executing the tasks outlined in the following Services and Scope of Work.

Scope of Work & Purpose:

Task 1: Collaborative Agreement (CA) Management

Lead LIFT's Talent staff to ensure that all the tasks in the CA are completed.

- Document the programs and numbers including enrollments, commitments, and completions by site weekly on dashboards and executive slides.
- Monitor and manage the CA budget.
- Support the LIFT finance with CA invoices.
- Manage monthly reporting
- Supporting ongoing program growth and operations

Task 2: Develop LIFT's Talent roadmap

- Lead and host the Talent Interest Group quarterly with the support of the Senior Director of Talent.
- Identify and lead the development of in demand and niche curriculum needs for the advanced manufacturing industry, specifically members of the Talent Interest Group.

Task 3: LIFT Ecosystem Accelerator Program (LEAP)

Launch Talent Challenges and Establish Pre-competitive Projects –

- Publish an annual "Talent Challenge" project call for members and ecosystem.
- Solicit proposals and execute projects.

TIMEFRAME:

LIFT anticipates approximately 40 hours per week to complete the tasks that are outlined in the Scope of Work & Purpose details.



American Lightweight Materials
Manufacturing Innovation Institute

PREFERRED QUALIFICATIONS

- Must have 3 to 5 years of Program Management
- Must be proficient in Microsoft Office Suite or related programs.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Limited travel

BEHAVIORAL COMPETENCIES

Customer Focus, Learning on the Fly, Intellectual Horsepower, Action Oriented, Ethics and Values, Integrity and Trust, Functional/Technical Skills, Forward Thinking.

About LIFT:

LIFT, operated by the American Lightweight Materials Manufacturing Innovation Institute (ALMMII), is a public-private partnership to develop and deploy advanced lightweight materials manufacturing technologies, and implement education and training programs to prepare the workforce. ALMMII was selected through a competitive process led by the U.S. Department of Defense under the Lightweight and Modern Metals Manufacturing Innovation (LM3I) solicitation issued by the U.S. Navy's Office of Naval Research. ALMMII is one of the founding members of Manufacturing USA, a federal initiative to create regional hubs to accelerate the development and adoption of cutting-edge manufacturing technologies.