



American Lightweight Materials
Manufacturing Innovation Institute

Position: Senior Program Manager

Department: PMO

Reporting To: Director, Program Manager Office (PMO)

Job Location:

LIFT ALMMII Headquarters

1400 Rosa Parks Blvd

Detroit, MI 48216

Scope of Work & Purpose:

Manages projects and programs in the development of materials, manufacturing process and systems technology; applying project management methodologies including, but not limited to, schedule development and management, resource management, risk management, stakeholder management, financial and procurement management, and communication, as required; in order to deliver projects within scope, on-time, on-budget and according to client requirements.

RESPONSIBILITIES

- Applies LIFT standard project management practices for project initiation, planning, estimating, executing, monitoring/controlling, and closing out in order to deliver projects within scope, on-time, on-budget, and according to client requirements. Compiles, analyzes, and presents project metrics.
- Collaborates with clients, engineers, technicians, managers, and other project stakeholders to achieve project objectives. Work with and support engineers, technicians, and engineering managers across multiple engineering disciplines.
- Completes project close-out activities, including documenting relevant project data in the Project Management Plan, preparing documents for archiving, communicating lessons learned to stakeholders, and incorporating lessons learned into processes as appropriate.
- Prepares and/or reviews complex progress and technical reports, delivers status and summary presentations to customers. Provides input during the proposal development process.
- Supports SOW and budget development for proposals and subcontracts.
- Gathers and stores project data files in LIFT corporate SharePoint database.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Required. BS in aerospace, mechanical or metallurgical engineering preferred.
- Project Management Professional (PMP) certification.
- Solid understanding of engineering principles and procedures.
- 5–10 years of engineering experience preferred.
- 5-7 years of experience managing engineering services or technical consulting programs and projects preferred.
- Relevant engineering experience in a manufacturing or research and development environment.

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- Demonstrated ability to manage complex programs and services or technical consulting projects.
- Must be a United States citizen.

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 nonprofit, public-private partnership, national advanced manufacturing innovation institute. As the national advanced materials manufacturing innovation institute, LIFT is an accelerator convening and connecting government, industry and academia in the fields of advanced materials, manufacturing processes, systems engineering and talent development to enhance America's manufacturing competitiveness, national economy and national security.