Tasks & Requirements
For
Program Manager, BSA Certification
(Contractor)
Location: Washington, DC

BSA
20 F Street, NW
Suite 800
Washington, DC 20001 USA

November 2019
**Statement of Needs**

BSA is currently seeking to retain the services of an experienced certification professional to oversee the execution of the SAM Certification program. This is a contract position that will establish and maintain relationships with vendors and business partners and manage all aspects of the program, including sales, marketing, product improvement, and budget. The Program Manager reports to BSA’s Chief Operating Officer and will also work closely with the Chief Financial Officer. A successful individual will bring strong business development skills along with the ability to manage aggressive deadlines with an eye for details and follow through. Driving projects to completion with minimal guidance and the ability to anticipate needs and potential problems, as well as a general understanding about the industry and members BSA serves, are important traits for this position.

Candidates interested in a part-time opportunity are encouraged to apply.

**Qualifications**

Applicants are required to have 7+ years’ experience in program or project management and sales, and knowledge in running an accreditation or certification service, ideally targeting an information technology audience, as well as a bachelor’s degree required, preferably with some analytical coursework; an advanced degree in a relevant field a plus. Qualified candidates must have excellent organizational and project management skills and ability to execute high-quality work in a fast-paced environment under deadline pressure and be comfortable with data and data analysis. Incumbents should have savvy business sense and demonstrated experience in developing systems and programs designed to gauge success of product. Experience with simple systems work including the ability to develop the requirements and manage vendors for more complex systems task and demonstrated interest in systems integration will also be crucial to the success of a candidate. The ability to work collaboratively with diverse professionals, both inside and outside the organization as well as the ability to conduct outreach to establish and maintain collaborative relationships with business partners and vendors are critical to this role, as are strong writing, oral communications, and listening skills. Interested applicants must possess and demonstrate a proactive, agile, self-starting, can-do attitude.

**Primary Duties**

- Program manage all activities related to development, roll-out and support of BSA SAM Certification, including:
  - Development of appropriate project plans using project management software to ensure all projects are delivered in time and on budget.
  - Managing against plans and keeping all responsible parties up to date and accountable.
  - Manage change in plans in consultation with leadership.
  - Driving deliverables to deadline with internal and external resources.
  - Vendor and business partner management.
  - Problem solving and resolution on day-to-day issues.
  - Developing, tracking and reporting on project budgets.
  - Marketing and creative assistance.
  - Evaluate and report on project outcome and success to all parties.
- Creative, out-of-box thinking to quickly and effectively perform broad scope of responsibilities.
- Develop and maintain an in-depth knowledge of the ISO 19770-1: 2017 standard, BSA SAM Certification. (BSA developed SAM training course), and have a working understanding of challenges facing software license compliance.
- Maintain and evolve knowledge of all aspects of hosting and content management of BSA SAM Certification.

**How to respond:**

Responses, referrals and questions should be emailed to careers-americas@bsa.org

Thank you.