



Senior Program Manager

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a position as Sr. Program Manager. Reporting to the Executive Director of Program Management, the Sr. Program Manager will assume overall responsibility for managing all aspects of testing projects at New Meridian.

This position is located in Austin, TX (remote opportunities for industry experienced candidates).

Who We Are:

New Meridian is an assessment design and development partner that helps states prepare today's students for the challenges of tomorrow. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills — the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. While only two years old, we have multiyear contracts with 10 states and agencies. With our clients, we are pioneering a new way for states to co-develop and share high-quality assessment content that results in states developing higher-quality testing programs more cost effectively.

We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

Our Ideal Candidate:

The ideal candidate for this exciting, dynamic role must be able to work collaboratively in a fast paced environment; anticipate problems and come up with creative methods of solving them; develop strong, positive, constructive relationships with senior-level state clients and multiple stakeholders; manage project teams; and make sure that quality control procedures are adhered to in order to produce high quality assessments within deadline and budget. They must be able to work in an environment where project

requirements often change and evolve, and must be comfortable seeking out information and advice, when necessary. They must be able to conceptualize how all the parts of a complex project fit together and what a change to one part will mean for the other parts. Successful candidates will create a proactive culture in which the efficient creation of high-quality products is second nature.

In addition, we are seeking an outstanding candidate with strong business acumen, a proven record of successfully managing projects independently, excellent communication skills, and sound judgment and sensibility for working closely with clients and teams. Our ideal candidate has the following traits:

- An ability to get things done: You are results-driven, resourceful, action oriented, and persistent. You are a master organizer and project planner who consistently looks ahead and anticipates needs before they arise.
- Creative mindset: You can quickly adapt and develop creative solutions to assessment and content development challenges. You deeply understand assessment design, content development, and test construction processes and can synthesize information to recommend a plan of action.
- Emotional intelligence: You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence.
- Trustworthy: You are highly ethical, principled, and mission driven, garnering the trust of colleagues and vendors.

Expected Duties and Responsibilities:

- Managing all aspects of complex, large-scale assessment programs with a diverse set of stakeholders
- Managing the execution of custom assessment solutions with senior-level clients at the State Departments of Education
- Developing and implementing processes, procedures, and schedules for meeting project deliverables and client needs
- Working with state clients to ensure that all plans and schedules are viable, that the state understands their roles and deadlines, and that clear lines of communication are established

- Chairing and facilitating high-level client and sub-contractor meetings with multiple participants and guiding discussions among multiple stakeholders to reach concrete decisions
- Developing a master schedule that reflects client needs and team's work requirements
- Developing and managing risk management plans
- Monitoring schedule, deadlines and deliveries to ensure project commitments are executed on time
- Communicating schedule and any changes to project staff
- Working directly with senior level clients to provide solutions to day-to-day operational issues
- Ensuring scope changes are reflected in contracts, budgets, activities, and schedules
- Communicating scope and budget changes to team members
- Keeping senior management informed of any potential risks, potential missed deadlines or budget over-runs
- Managing subcontractors
- Supporting proposal development
- Developing and monitoring project budgets

REQUIREMENTS AND EXPERIENCE:

- Minimum education: Bachelor's degree required, M.B.A., M.A. in relevant field, or the equivalent preferred
- Minimum of 5 years, but prefer 10 years plus, of progressively increasing responsibility managing tasks and projects in a fast-paced environment
- Experience working directly with senior-level clients
- Must have experience working in large-scale assessment
- PMP certification preferred
- Experience working with on-line, secure delivery systems a plus