



NCDMM
NATIONAL CENTER FOR DEFENSE
MANUFACTURING AND MACHINING

Position Description

This document is designed to describe the position, its purpose, reporting relationships, key metrics and accountabilities, or expected outcomes. This information is used to determine compensation levels, organize work responsibilities and in the interview process, both for selection and for development.

POSITION TITLE Senior Program Manager – Strategic Partnerships and Community Relations	APPROVED BY CEO
ORGANIZATION NCDMM	DATE PREPARED October 2018
LOCATION Youngstown, Ohio	PREPARED BY Gene D Berkebile

PURPOSE OF THE POSITION

This position is responsible for providing program management oversight and support to the America Makes Executive Director with the management, growth, and execution of key partner relationships with America Makes public and private stakeholders (members and non-members) to ensure mutually beneficial results and long-term America Makes mission success. The goal is to strengthen partnerships across the United States (U.S.) while aggressively feeding a pipeline of engaged supporters that lead to increased advocacy and advancement of the additive manufacturing and 3D printing innovation ecosystem for U.S. manufacturing competitiveness.

Senior Program Manager responsibilities include: complex planning, research, consultative, technical, and program administration work. Work involves developing local, regional, state-wide, and national plans or programs with America Makes partners and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies such as Department of Defense (DoD) and Department of Commerce (DoC), Department of Energy (DoE), NASA, community organizations such as SME, American Society of Mechanical Engineering (ASME), SAE International, etc. and to the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards, and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment. Program management involves ensuring project leader effectiveness in delivering project objectives on time and on budget.

A. SUPERVISION

Annual personal objectives are established at the start of each fiscal year and reviewed at least semi-annually to assess objective progress. Monthly staff meetings are held with America Makes Executive Director. Monthly individual meetings are held with the incumbent. For additional guidance, the incumbent is encouraged to meet with the America Makes Executive Director on an “as needed” basis.

Milestones may be set for review of extended or ongoing programs or initiatives. These milestones are to be reviewed through the above meeting opportunities. Often operational goals are set that span 3-6 months with monthly milestones.

B. KNOWLEDGE AND EXPERIENCE

Requirements for the Senior Program Manager – Strategic Partnerships and Community Relations position are:

master’s degree with curriculum emphasizing engineering, business, public administration, social science, or a related field. This degree should be accompanied by 5 years of relevant experience with a proven record of increasing responsibility in technical application and supervisory areas

or bachelor’s degree curriculum emphasizing engineering, business, public administration, social science, or a related field. This degree should be accompanied by 10 years of relevant experience with a proven record of increasing responsibility in technical application and supervisory areas

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

The incumbent must have knowledge of developing partnership engagement strategies and execution plans that will position a partnership with America Makes as a benefit to the partners key business drivers and goals. In addition, the incumbent is required to frame partnerships in a way that solves existing problems for the partner, including developing roles and next steps for key leaders in the partner organization.

The incumbent must develop and steward relationships with existing partners (or America Makes members) and partner prospects (or America Makes non-members) in support of comprehensive and metric driven engagement strategies.

The incumbent is required to develop actionable project plans for each partner relationship to guide and coordinate key activities, deliverables, and events with time lines, roles, and

actions steps including communicating progress, due dates, and information to key stakeholders to ensure everyone stays informed. Experience successfully managing individual projects as well as a portfolio of programs comprised of multi-organizational teams is desired.

In addition, the incumbent must have proven and effective leadership and organizational skills. Knowledge of budgetary processes and procedures; and contract development and administration are preferred.

Prior experience in the development of effective additive manufacturing processes to support the design and development of defense and commercial components would be a plus.

Finally, the incumbent must have excellent communication and presentation skills and be willing to travel, as significant customer interface is required. Travel is required for this position.

C. QUANTITATIVE DATA

The incumbent manages the operational aspects of a variety of programs including significant customer interface, incoming program reviews and assignment to proper staff, project management, and project reporting to appropriate NCDMM staff and Department of Defense, Department of Energy, Department of Commerce, NASA, and other Federal Agencies as necessary.

Partnership projects can range in length from 2 months to 1-2 years and range in value from tens of thousands to in excess of \$1M each.

Position is also responsible for generating additional or follow-on business with \$2M to \$3M in value annually.

D. KEY ACCOUNTABILITIES

	ACCOUNTABILITY	Estimated % of total job time
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1	<p>Overall Program Leadership responsibility for selected programs of the NCDMM. These responsibilities include, but are not limited, to the following:</p> <ul style="list-style-type: none"> ● Responsible for Innovation Facility (40%) <ul style="list-style-type: none"> ○ Plans, develops, and executes the “build out” of the America Makes Innovation Facility regional footprint in collaboration with Youngstown State University, Youngstown Business Incubator, City of Youngstown, Youngtown-Warren Regional Chamber, etc. ○ Develops policies and procedures for America Makes asset management that includes America Makes member and non-member use and/or maintenance of existing assets and acquisition of new assets to be included in the regional Innovation Ecosystem ○ Develops and maintains additive equipment, materials, and support agreements with contributing partners ○ Responsible for Innovation Facility upkeep, tours, event support, personnel scheduling, asset usage, etc. ○ Develops outward facing communication plan on engagement and partnership opportunities ● Responsible for the America Makes Satellite Center (AM/SC) Program (30%) <ul style="list-style-type: none"> ○ Evaluates existing Satellite Center(s) and opportunities for new Satellite Center(s) as an extension of the America Makes mission objectives ○ Develops and maintains partner Memorandums of Understanding, America Makes Executive Committee value propositions, and NCDMM Leadership Team and Board of Directors briefings ○ Evaluates performance and makes recommendations for AM/SC program improvements and corrective actions against the America Makes AM/SC guiding principles ○ Collects, organizes, and analyzes AM/SC data required in the development of various planning, contractual and informational documents ● Responsible for Partnership Relations (30%) <ul style="list-style-type: none"> ○ Plans, develops, and executes partnership campaign plans, development programs, and communication strategies ○ Prepares and executes partnership/teaming agreements within the America Makes membership ○ Prepares grant applications and plans to receive funding for various partnership programs 	75 %
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	<ul style="list-style-type: none"> ○ Prepares, reviews, and submits required (NCDMM and DoD, DoE, DoC, NASA, etc.) reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies; ○ Coordination of program activities across Public/Private organizations and serves as liaison to various policy and advisory committees, governmental agencies, local officials, private sector organizations on matters relating to various Partnership activities ○ Coordinates, schedules, and attends various meetings and seminars and makes presentations, as necessary; ○ Leads and executes various Partnership projects funded by a variety of customers: <ul style="list-style-type: none"> ▪ Reviews project input for completeness ▪ Develops and Oversees Project Statement of Work (SOW), Cost Proposal, Risk Plans, and Timeline generation ▪ Identify and oversee project team(s) ▪ Ensure project is on time, on budget and meets all set objectives ▪ Identify and recognize NCDMM partner (Alliance Partner, America Makes Members, etc) involvement on projects ▪ Monthly Reporting ○ First line interface with customer responsible for customer communications and information exchange. 	
2	<p>Input on the NCDMMs' Strategic Planning for future growth:</p> <ul style="list-style-type: none"> ● Human resources ● Equipment (software/hardware) ● Internal and External Resources 	5 %
3	Identify new sources for program management opportunities.	10 %
4	Supervisory responsibilities for team members and annual reviews for direct report to staff	5%
5	Performs other related duties, as needed which contribute to the overall success of the NCDMM.	5%