

Program Manager

The International Association of Fire Chiefs (IAFC) represents the leadership of firefighters and emergency responders worldwide (www.iafc.org). In operation since 1873, our vision is Igniting Global Leaders for a Safer Tomorrow!

IAFC is now hiring a **full-time hybrid/remote Program Manager** to join our growing team. Our headquarters are located in McLean, VA. As a Program Manager, you will be responsible for the management of multiple grant and contract -funded projects and programs.

Ideal Candidate Requirements:

- Minimum of 5-8 years of program and project management experience
- Strong computer skills including Microsoft 365 Suite, Microsoft Project and SharePoint
- Ideal candidate will be skilled in Federal grant and contract management, ensuring compliance and accountability with Federal grant and contract requirements and regulations
- Able to build and maintain strong relationships with Federal, state and local agencies as well as other fire and emergency service organizations on specific issues, projects and programs
- Project Management Professional (PMP) and/or Lean Six Sigma certifications or equivalent experience required
- Able to travel approximately 8-10 trips per year, primarily domestically
- Specialized experience in fire service, emergency management, preparedness policy, and/or disaster resilience a plus
- Excellent writing skills with demonstrable experience authoring reports, guidance, policy and /or other materials used by a national and/or international audience.
- Strong understanding of project-level financial management, including the ability to develop and manage project budgets, spend plans, analyze project financials for P&L and make funding reallocation recommendations.
- 5+ years' supervisory experience over staff, contractors, subject matter experts and volunteer stakeholders
- Must be detail-oriented, possess good organizational skills and have the ability to multi-task while meeting deadlines
- Recruiting experience including full life cycle from applicant to onboarding and employee file maintenance
- Bachelor's degree in Business or related major required
- Excellent communication and customer service skills

Job Summary:

- Responsible for developing, managing, supervising, and implementing strategies to ensure that the program deliverables are met efficiently and effectively; responsible for planning own work schedule to manage priorities.

- Project scoping, proposal and budget development, project implementation planning, project execution, timeline and delivery management, risk management and mitigation, stakeholder engagement, staffing, project marketing and outreach, deliverable quality control and assurance, financial management and reporting, and project closeout.
- Significant authority over the decisions made on each of the deliverables and projects/programs. Exercises independent judgment to make decisions within established guidelines. Direct authority on assigned work priorities.
- Serves as lead author of reports and project deliverables when appropriate. Coordinates with stakeholders and subject-matter experts for drafting and publishing products intended for internal use and external/public dissemination.
- Develops and implements quality control and assurance plans and internal controls for all assigned projects/programs.
- Ensure teamwork, communication, professionalism and ethics are top priority
- Represent IAFC in a positive and professional manner at all times
- Other duties as assigned

Why You Should Want to Work For IAFC:

- Competitive salary
- Paid time off and holidays
- Medical, dental, and vision benefits at first of month following hire date
- Training programs
- Tuition reimbursement
- Retirement plan
- Opportunity for professional growth

We offer a competitive salary. This is a full-time hybrid/remote job and our offices are located in McLean, VA. Ability to work in the McLean, VA office a minimum one day per week strongly desired. Please send resume to: recruiteba@comcast.net. Reference: Program Manager. No phone calls please. EOE

Background checks are required. EOE