



Senior Program Manager – National & Global Programs

At the IAFC, we are leading innovation for the fire and emergency services at the local level on a global scale. Through the IAFC's National & Global Programs, cutting-edge resources, toolkits, training, and guidance are developed and provided – as the means of solving some of the most vexing challenges facing fire and emergency service leaders. We work together with local emergency response leaders, federal officials, international partners, and the private sector - to bring forth the most innovative solutions for more intelligent, and effective preparedness and response.

The Senior Program Manager is responsible for strategic, day-to-day, and full lifecycle management for a suite of Federal grant and contract funded projects and programs. Key activities include, but are not limited to:

- **Lifecycle Project and Program Management:** Project scoping, proposal and budget development, project implementation planning, project execution, timeline and delivery management, risk management and mitigation, stakeholder engagement and coordination, project marketing and outreach, deliverable quality control and assurance, and project closeout.
- **Financial Management:** Tracks and manages project/program budgets, implementation, and timeline to ensure all projects are executed in a timely manner, on a monthly basis, and within set project budgets. Analyzes project budgets and implementation plan to assess risk, opportunities for efficiencies, deploy mitigation strategies and develop recommendations for reallocation strategies when necessary.
- **Technical Writing:** Serves as the lead author of project deliverables when appropriate and in coordination with stakeholders and Subject Matter Experts for products intended for internal use and external/public dissemination. Also responsible for performing full-scale detailed reviews on written products developed by assigned staff.
- **Organizational Integration & Facilitation:** Coordinates program integration-related tasks and conducts meetings with the multiple technical and business stakeholders and provides follow on products such as action items, agendas, and meeting minutes. Works with other programs and IAFC sections, divisions, and committees to provide stakeholder input on appropriate deliverables and work products.

Qualified Candidates will possess:

- A minimum of seven-years of relevant and progressively responsible experience, with at least four-years of experience directly managing full life-cycle projects and programs.
- Demonstrated experience working in and effectively managing teams (remote and in-person) of staff and contractors.
- Experience developing and delivering formal briefings for Senior leaders and officials, including recommendations on program decisions and policy development.



- Direct experience in one of the following areas: fire and emergency services, disaster management, national preparedness & resilience, and/or Federal or National policy development.
- An innovative change and growth mindset.
- A minimum of a bachelor's degree from an accredited four-year college or university.
- A PMP and/or Lean Six Sigma Certification, or commensurate demonstratable experience in portfolio management and/or program management.

The salary range for Senior Program Manager is \$90,000- \$110,000 paid annually. As a team member at the International Association of Fire Chiefs you will enjoy a comprehensive benefits package, including full medical, dental, and vision insurance and a 403(b)-retirement plan with an employer match following one year of service.

The IAFC is headquartered in McLean, VA but hybrid or remote candidates will be considered. Business travel is required for this position.

To apply for this position, please submit your resume to careers@iafc.org with the desired position in the subject line.

The IAFC is an equal opportunity employer and considers qualified candidates for employment without regard to race, gender, age, color, religion, disability, veteran status, sexual orientation, or any other protected factor.