R&D Program Manager II

Description

About the team & opportunity Why join Calendlyâ??s R&D Strategic Operations team? Calendly is the scheduling automation platform used by millions of users for eliminating the back-and-forth emails to find the perfect time â?? and so much more. Weâ??re looking for a Program Manager to accelerate the delivery of R&D strategic programs and projects from problem space definition to customer impact. This is an exciting opportunity to take on a leadership role in delivering against Calendlyâ??s most important business outcomes, and will also be an opportunity to set the standard for operational excellence at Calendly. We are looking for a dynamic and strategic leader who can influence stakeholders across the organization, drive cross-functional alignment, and lead through influence to deliver on a portfolio of high-impact high-complexity programs and projects. This role reports to the Head of R&D Strategic Operations, as part of the Chief Technology Officer's organization. A day in the life of a Program Manager II at Calendly As a Program Manager, you will manage a portfolio of R&D programs and projects, ensuring that all aspects of the program are well defined and aligned â?? from setting program-level objectives and success metrics to driving alignment around scope, timelines, and dependencies; and actively managing and triaging ongoing risks and decisions to remove obstacles and impediments along the way. On a typical day, you will: Lead end-to-end delivery of a portfolio of strategic programs and projects from problem space definition to customer impact â?? including defining program-level OKRs, scope, resourcing requirements, milestone timelines, dependency management, risk mitigation, decision making, progress/impact tracking, etc. Partner with leadership and cross-functional stakeholders from across the organization to anticipate, address and remove obstacles and impediments through effective problem framing and decision-making facilitation Establish (and model) the standard for the program management craft at Calendly â?? including establishing best practices for planning, prioritization, execution, program governance, data-driven decision making, etc. Improve cross-functional collaboration and communication by creating shared understanding and alignment, and serve as a leader to the team as we navigate uncertainty and change Provide thought leadership to help drive improvements to R&D operating rhythm, and more broadly, company operating rhythm What do we need from you? 2+ years of direct program management experience managing high-complexity, high-visibility, high-impact enterprise-wide programs Demonstrated ability in leading programs across a wide range of business and technology-related topics from problem space definition to customer impact (bonus: strong understanding of SaaS technologies or demonstrated ability to collaborate with engineering teams on complex technology programs) Ability to assimilate different points of view to create shared understanding across a broad spectrum of stakeholders Exceptional leadership and communications skills Proven ability to influence without authority, build trust, manage complexity and drive business results Demonstrated experience managing programs in a remote-first environment; mastery of collaboration tooling administration and enablement (i.e. Jira, Confluence, Miro, etc.) B.A. in a business or technical field; M.B.A., P.M.P, or comparable certification a plus Authorized to work lawfully in the United States of America as Calendly does not engage in immigration sponsorship at this time Whatâ??s in it for you? Ready to make a serious impact? Millions of people already rely on Calendlyâ??s products, and weâ??re still in the midst of our growth curve â?? itâ??s a fantastic time to join us. Everything youâ??ll work on here will accelerate your career to the next level. If you want to learn, grow, and do the best work of your life alongside the best people youâ??ve ever worked with, then we hope youâ??ll consider allowing Calendly to be a part of your professional journey. Our Hiring Process: We aim to provide an

Hiring organization
Calendly

Job Location
Atlanta, Georgia, United States

Base Salary
$ 40000 - $ 70000

Date posted
June 6, 2024

Apply Now

inclusive and equitable candidate experience to everyone who expresses interest in working at Calendly. To learn more about our hiring process, please visit our careers page at www.careers.calendly.com. Once selected for an opportunity, the recruiter assigned to the role will keep you informed every step of the way. Have questions? Let your recruiter know! Want to share your experience? We are passionately committed to improving and building on our process, and we consider feedback a gift. If you are an individual with a disability and would like to request a reasonable accommodation as part of the application or recruiting process, please contact us at recruiting@calendly.com . Calendly is registered as an employer in many, but not all, states. If you are located in Alaska, Hawaii, Montana, North Dakota, South Dakota, Nebraska, Iowa, and West Virginia, you will not be eligible for employment. Note that all individual roles will specify location eligibility. All candidates can find our Candidate Privacy Statement here Candidates residing in California may visit our Notice at Collection for California Candidates here: Notice at Collection Compensation is based on a variety of factors including but not limited to location, experience, and job-related skills. In addition, Calendly offers a wide range of best in class total rewards. This includes comprehensive employee benefits like healthcare, dental, vision, parental leave, 401(k) match, paid time off, and much more. At Calendly we believe exceptional performance deserves exceptional rewards! During the hiring process, we are committed to sharing details about the compensation range for the position, enabling you to make an informed decision. Please note that the compensation details listed in role postings reflect the base salary only, and do not include bonus/commission, equity, or benefits. Please mention the word **AWESOMELY** and tag RMzQuMjEzLjEzNS40OA== when applying to show you read the job post completely (#RMzQuMjEzLjEzNS40OA==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts
Job listing via RemoteOK.com