



Title: Product Delivery Manager
Department: Product Management
Level: Mid-Senior
Reports to: Director of Product Management
FLSA Status: Exempt
Salary range: \$90k to \$105k
Preferred Location: New York, San Francisco, Chicago and DMV area

About the Organization:

At Upwardly Global, we envision a world where everyone — including newcomers such as immigrants, refugees, and asylees — can contribute to society and thrive fully. Our vision is bold and is supported by our fearless spirit and unwavering commitment to a diverse and inclusive culture that ensures newcomers aren't excluded from opportunity and can thrive in the US job market. Year after year, we help thousands of foreign-born skilled job seekers transition from poverty and exclusion to quality, thriving-wage careers by delivering inclusive job-readiness training, organizational capacity building, and inclusive employment service delivery and hiring expertise to our partners in key markets nationwide.

About the Role:

We're seeking a talented Product Delivery Manager to join our product team. This role is essential in delivering exceptional product experiences and other critical capabilities. The ideal candidate is a highly motivated project management expert with a keen eye for detail and a passion for driving excellence.

Key Responsibilities:

Project/Program Management:

- Oversee and manage multiple projects simultaneously, ensuring timely and budget-adherent delivery.
- Develop and maintain comprehensive project plans, including timelines, milestones, resource allocation, risk assessments, and issue tracking.
- Facilitate effective team collaboration through regular meetings and clear communication.

- Communicate effectively with stakeholders, including team members and senior management, to keep everyone informed and aligned.
- Track project progress, identify potential risks, develop mitigation strategies, and proactively address challenges.
- Develop contingency plans to address unforeseen challenges.
- Support sprint planning, release planning, and other Agile ceremonies.

Quality Assurance:

- Implement robust quality assurance processes to ensure the highest standards of project delivery.
- Conduct regular reviews and audits to identify and address quality issues.
- Collaborate with cross-functional teams to maintain consistent quality standards.

Resource Management:

- Effectively allocate and manage resources, including personnel, equipment, and budget.
- Optimize resource allocation to maximize efficiency and productivity.
- Monitor resource utilization and address any capacity constraints.

Process Improvement:

- Continuously identify opportunities to improve project delivery processes.
- Implement innovative solutions to streamline workflows and enhance team efficiency.
- Drive a culture of continuous improvement by implementing innovative solutions and process enhancements.

Qualifications:

- Bachelor's degree in business administration, Engineering, Computer Science, or a related field
- 5-8 years of experience in project/program management, with a focus on quality assurance and delivery of software products
- PMP, ITIL, or similar certifications preferred
- Strong proficiency in project management tools (e.g., Asana, Jira)
- Excellent communication, organizational, and problem-solving skills
- Strong leadership and team management skills
- Ability to work independently and as part of a team
- Experience with Agile methodologies (Scrum, Kanban)

- Strong attention to detail and a commitment to delivering high-quality results

Work Environment/Physical Requirements

- Must be available to work evenings as needed
- Must have reliable transportation, depending on the region.
- Occasional travel for team meetings, up to 10% travel

Salary Range Disclaimer

The base hourly rate represents the low and high end of the hourly rate for this position. Actual wages will vary depending on factors including, but not limited to, location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include a paid time off policy, a hybrid or remote work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance, and a retirement plan with employer match.

Salary Range Transparency: \$90k to \$105k

Join us in delivering cutting-edge features that will empower our communities! Interested candidates should apply by clicking [HERE](#)

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.