

INDUSTRY-GOVERNMENT ENGAGEMENT PROGRAM MANAGER

This is a 1099 or contract position.

The Society of American Military Engineers (SAME) is looking for an experienced Industry-Government Engagement Program Manager for a full-time, contract position in Alexandria, VA.

The Industry-Government Engagement Program Manager is responsible for enhancing the relationship between and engagement of SAME's industry and government members.

The program manager will ensure SAME is a leading source of technical and programmatic content within the architecture, engineering, and construction (AEC) fields by understanding issues and themes related to:

- Procurement and contracting
- Program management and project delivery
- AEC industry and government interface

SAME is organized into communities of interest that offer members a chance to organize and engage nationally with other professionals focused on a thematic areas of mutual interest across SAME's nearly 30,000 members. SAME seeks a technical professional able to engage key communities of interest:

- Architectural Practice
- Energy & Sustainability
- Environment
- Facility Asset Management
- Health Engineering
- Resilience
- Small Business

Expertise in anyone area is not necessary, but the successful candidate will have the ability to understand COI technical topics of interests.

This position will capitalize on SAME's access to thought leaders across industry and government to provide high-quality webinars and trainings; recruit speakers and presenters for national, regional, and Post-level events; and identify and promote hot topics and industry trends to the membership. The position also serves as a bridge between industry and government to foster conversations of mutual benefit.

ESSENTIAL RESPONSIBILITIES

- Provide program management to the relevant communities of interest.
- Develop a cohesive strategy that fosters industry and government engagement.
- Provide programmatic support to COI-related meetings, webinars, and trainings.
- Serve as the staff liaison to COI-related external stakeholders across the Department of Defense, other agencies, and strategic partners.

- Coordinate with the COI leadership teams to solicit and recruit COI-related content for SAME national, regional, and Post-level events; trainings and webinars; and online and print content.
- Collaborate with internal stakeholders and external stakeholders (strategic partners, community-based organizations, academia, industry, and other technical societies) that contribute to building national capabilities and capacities.
- Identify issues for industry and government executive consideration.
- Provide administrative support to SAME IGE Communities of Interest, such as updating COI web page content, updating leadership changes in the member database, and coordinating COI communications.
- Provide support for COI membership recruitment and retention, including leadership team succession planning, and disseminate an annual Call for Volunteers.
- Maintain COI-related records, including member and leadership team rosters, workplans, charters, operation manuals, and bylaws.
- Work with Marketing and Communications to promote COI activities.
- Receive and respond directly to prospective volunteer inquiries.
- Assist in the planning of online and physical COI meetings, to include meeting logistics, registration process (if applicable), disseminating agendas and read-ahead materials, and compiling meeting notes.
- Identify and cultivate hot topics that can be turned into COI webinars for the benefit of the membership.
- Identify COI resource needs as part of the annual budgeting process.

Other Duties as Assigned

- Provide logistics support at SAME National virtual and physical events (when we return from COVID), as needed.

Outcomes

All SAME staff contribute to the Society's strategic plan. The program manager's primary portfolio will focus on outcomes in support of two of those goals:

Goal 1: Strengthen Industry-Government Engagement

Goal 2: Build and Sustain Resilient Communities

EXPERIENCE

- Minimum of 10 years of diverse work experience in project procurement and contracting, program management and delivery, and AEC government and industry.
- Experience working with AEC private sector firms or uniformed engineering organizations (USACE, NAVFAC).
- Experience working with and managing volunteers and committees.
- Strong presentation and communication skills.
- Proficient knowledge in constituent databases and website editing.
- Comfort with social media marketing
- Proficient knowledge of online learning/webinar platforms, especially GoToMeeting and MS Teams.
- Proficient knowledge in Microsoft Office Suite (Word, Outlook, Excel and PowerPoint) and Salesforce.
- Project management of architecture, engineering, or construction projects a plus.

EDUCATION

- Bachelor's degree in engineering, construction, or architecture, with a passion for industry and government collaboration.
- Project management certification a plus, but not required.

KNOWLEDGE, SKILLS & ABILITIES

- Time management skills to manage multiple projects and tasks simultaneously, under varying deadlines, and prioritize as needed.
- Ability to work in a team environment, be a self-starter, and demonstrate initiative and entrepreneurial thinking.
- Excellent interpersonal skills that inspire trust, motivation, and confidence in internal and external stakeholders.
- Excellent customer service to internal and external members.
- Excellent written and verbal skills.
- Ability to problem-solve and think creatively.
- Exceptional organizational skills and attention to detail AND quality.
- Ability to pick-up and carry 30 pounds.
- Prior government, military service, or private sector AEC industry experience and knowledge of SAME preferred, but not required.

SAME is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances.

Please send resume and cover letter to ApplySAME@same.org

ABOUT SAME

SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges. Founded in 1920, SAME unites public and private sector individuals and organizations from across the architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines in support of national security.