



**POSITION:** Program Manager

**LOCATION:** Austin, TX

Dialog is a strategic, marketing firm based in Austin, Texas. Our emphasis is deeply and creatively understanding a client's business to uncover disruptive solutions that truly drive business results. We specialize in delivering marketing strategy, program execution and performance management based on actionable customer, organization and market insights derived during our unique process. With an open approach, Dialog brings open ideas to each organization we work with and new insights that our business naturally fosters. The contemporary marketing landscape demands both an aggressive pace and highly creative minds. This is the power of Dialog.

Dialog is seeking Consultant/Program Manager to assist in planning and managing execution of B2B marketing programs. Ideal candidates will have extensive experience managing marketing programs and tactics on behalf of technology brands. A blend of client-side and marketing services lineage as well as public sector (education, healthcare, government) experience are preferred. This position is located at our headquarters in Austin, Texas.

**Responsibilities:**

- Marketing program lead working in partnership with a Sr. Consultant to ensure program plans align with and are executed to strategy
- Establish consultative partnership with clients based on extensive experience in marketing program execution & best practices across disciplines (traditional, digital, new media & partner marketing)
- Daily management of all projects to ensure seamless delivery on time and on budget
- Participation in and leading client status meetings including setting agendas, creating conference reports and managing logistics when necessary
- Co-collaborator during ideation and strategic planning sessions
- Management of production resources and internal team stakeholders
- Continuous commitment to program, project and process optimization and making supporting recommendations as applicable
- Work with Sr. Consultant to ensure project profitability and resource utilization/efficiency
- Ensure contributing team members are thoroughly briefed and that the needs of the client, of Dialog and the team are well balanced

- Contribute to the growth and evolution of Dialog outside of day-to-day program responsibilities

**Requirements:**

- Degree in marketing, communications, business or equivalent
- 5-7 years marketing program management experience
- High-tech marketing experience required
- Experienced in interactive marketing and knowledgeable of best practices across all marketing communications disciplines (traditional, digital, new media)
- Familiarity with channel, partner, affiliate marketing programs
- Highly organized, self-motivated, critical thinker with rigorous attention to detail required
- Proven experience managing complex marketing programs resulting in measureable business outcomes
- Experience working for or in service to a major technology manufacturer strongly preferred
- Experience working for a marketing services firm or digital agency preferred
- Healthcare and/or Education sector marketing experience a plus
- Must be proficient in negotiating best outcomes & setting expectations among clients/stakeholders
- Outstanding written and verbal communications skills

**PLEASE SEND ALL INQUIRES TO: [JOBS@DIALOGGRP.COM](mailto:JOBS@DIALOGGRP.COM) OR VISIT [WWW.DIALOGGROUP.COM](http://WWW.DIALOGGROUP.COM)**