POSITION DESCRIPTION

Program Manager

INCITE Consulting Solutions

REPORTS TO	LOCATION	TRAVEL
VP, Operations and Program Management; VP, Operations and Strategy	Remote, U.S. based	Up to 20%

The Role

If you are the person who loves a clean project plan, a well-run meeting, and a deliverable that lands exactly the way it should, we want to meet you. INCITE Consulting Solutions is hiring a dedicated Program Manager to shine in the craft, and to keep getting sharper at it. You will partner with senior Subject Matter Experts and project leads across our client engagements, set them up to do their best work, and hold the line on quality and cadence. Your organizing mind and your eye for detail are not a stepping stone here. They are the skill set we want, and the one we will invest in.

Is This You?

You build structure where none exists, and you take real pride in it. You notice the details others miss. You are direct and warm with the experts you support, and you earn trust by being consistently useful. You would rather run a great meeting than lead a flashy one, and you believe strong project management is its own kind of leadership. If that sounds like you, we would love to talk.

What You Will Own

- Project plans, timelines, key milestones, and status updates across active client engagements.
- The logistics, pacing, and day-to-day coordination that position SMEs and project leads to do their best work.
- Operational systems across engagements, including workflows, templates, and tracking tools, built to be repeatable and easy for others to step into.
- A watch list of risks and open items across the portfolio, surfaced early with options, so small issues stay small.
- A quality check on deliverables before they reach leadership, and clear version control so nothing gets lost.
- Well-run meetings with clear agendas, next steps, and documented decisions.
- Funder reporting support and follow-through on grant requirements across funded work.

What You Bring

- 5 to 8 years of project management experience in healthcare, behavioral health, workforce development, or consulting.
- A track record of building processes and systems from scratch, not just running ones that already exist.
- A love of the project management craft, and a desire to keep getting better at it.
- A strong sense of ownership and personal responsibility for quality.
- Clear, structured written communication.
- Fluency in at least one major PM tool (Smartsheet, Asana, MS Project, or similar).

- Willingness to travel up to 20%.

Nice to Have

- Familiarity with CCBHCs, community behavioral health, or Medicaid-funded programs.
- Background in one of INCITE's service lines: Organizational Health and Workforce Development, Clinical Excellence and Trainings, Grant Services, or Strategic Planning and Advisory.
- Experience supporting grant-funded or compliance-heavy engagements.
- PMP or equivalent certification.

To Apply

We ask all candidates to provide a CV/resume, cover letter, and to engage with some of the assessments we leverage across our work. As part of your initial application for this role, we request that you complete a Predictive Index Behavioral Assessment which should take no more then 5-10 minutes of your time. This is to support us to get to know how you think and work.

To apply formally for the role please email the following to HR@inciteconsultingsolutions.com with the subject line "Program Manger:"

1. Cover letter
2. CV or resume
3. Note stating that you have completed the Predictive Index Assessment

Only individuals who have a cover letter, resume/CV, and completed assessments will be considered. While we review applications on a rolling basis, candidates applying prior to Sept 16th will be prioritized.

Please be advised that the salary range for this role will fall between $75,000-95,000.