



Vertical Bridge Job Description

Job Title:	Program Manager – Navajo Nation	Date:	09/10/21
Department:	Real Estate	Location:	Boca Raton
Reports To:	Sr. Vice President Real Estate	FLSA Status:	Exempt

Summary:

The Program Manager for the Navajo Nation will be the day-to-day liaison with the Nation and with the Nation-based VB resource, leasing, and operations teams to ensure success for the program.

Job Functions:

1. Thoroughly learn and master the structure of the agreement between VB and the Navajo Nation, the Navajo Nation geography and culture, and applicable tribal laws
2. Work closely with the Nation based resource, VB leasing, development, operations, and IT teams to fully understand the company's capabilities, solutions, and programs that have been established with the Nation
3. Ensure timely and effective program progress communications with the Nation including:
 - a. An annual executive review
 - b. Periodic program updates to include new build sites, new leasing, program enhancements, etc.
 - c. Owner's portal accuracy and completeness of content
 - d. Day-to-day communications with the Nation
4. Stay current on new initiatives and personnel changes within the Nation which may have an impact on the program. Implement/refine VB leasing partner processes as appropriate to accommodate Nation internal changes
5. Interface with leasing and/or development along with the Nation on each new tenant opportunity to ensure tenants are on-boarded in an expeditious manner and consistent with the terms of the program
6. Work with the Nation to streamline processes while adhering to the Nations internal safety and quality procedures
7. Work with legal to establish Tribal telecommunications regulations
8. Stay current on new developments within VB and implement new processes as appropriate

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with some travel primarily to visit Navajo Nation on a periodic basis. Required to attend department and company meetings.

Education and Experience:

1. Four-year degree required, preferably in business or technology or other related fields
2. Prefer previous experience working with an Indian tribe or the Bureau of Indian Affairs
3. Minimum 5 years' experience with expertise in real estate leasing, easements and permitting
4. Previous tower and other communication infrastructure operations experience is preferred
5. Ability to work in an outward (partner) facing capacity



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6. Excellent client and vendor relationship skills
7. Demonstrated proficiency in multiple tasking and project management
8. Ability to work in fast-paced and pressured environment
9. Effective in an entrepreneurial culture, working independently and as part of a team

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Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.