

JOB DESCRIPTION TEMPLATE

Privacy Program Manager

is hiring a Privacy Program Manager to lead across . You will translate privacy requirements into policies, controls, operating processes, accountable ownership and measurable reporting.

Department	Privacy / Legal / Compliance / Risk
Reports to	Director of Privacy / Chief Privacy Officer / General Counsel
Location	Remote / Hybrid / On-site and location
Employment type	Full-time

POSITION OVERVIEW

the organization is hiring a Privacy Program Manager to lead the organization across the organization. You will translate privacy requirements into policies, controls, operating processes, accountable ownership and measurable reporting.

The manager will work across Legal, Security, Product, Engineering, Data, HR, Marketing, Procurement and Internal Audit. Success requires privacy judgment, disciplined program design and the ability to influence leaders who do not report to you.

KEY RESPONSIBILITIES

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- Maintain the privacy framework, policies, standards and multi-year roadmap.
- Translate legal obligations into controls, processes, ownership and evidence.
- Oversee .
- Lead privacy work for new laws, products, acquisitions or data uses.
- Maintain issue, exception, remediation and risk-acceptance processes.
- Define metrics and report privacy risk and program performance to leadership.
- Coordinate with Legal, Security, Data Governance, Product and AI Governance.
- Manage .
- Prepare for audits, regulatory inquiries and executive or board reporting.
- Build privacy awareness and a network of accountable business partners.

REQUIRED QUALIFICATIONS

- years in privacy, data protection, compliance, risk, legal, audit, security or a related field, including meaningful program ownership.
- Demonstrated ability to design or improve controls and cross-functional processes.
- Working knowledge of privacy laws relevant to 's operations.
- Experience reporting risk, performance and remediation to senior stakeholders.
- Strong prioritization, writing, facilitation and influence skills.

PREFERRED CERTIFICATIONS

CIPP and/or CIPM; CIPT, CDPSE or AIGP where technically relevant.; Experience in [industry] and with [jurisdictions].; Experience implementing or governing privacy-management technology.; People, vendor or budget management experience if included in the role.; Experience with product development, data governance or AI governance.

TECHNICAL KNOWLEDGE

GDPR, CCPA / CPRA, ISO/IEC 27701, NIST Privacy Framework, privacy impact assessments, data mapping, records of processing.

ESSENTIAL COMPETENCIES

Analysis, documentation, judgment, cross-functional collaboration, and clear communication of privacy risk.

SUCCESS IN THE FIRST YEAR

- The program has a risk-based roadmap, clear ownership and credible reporting.
- High-risk data uses receive timely review and documented decisions.
- Material issues are visible, prioritized and progressing toward closure.
- Business teams understand when and how to engage Privacy.
- Leadership can see where privacy investment is reducing risk.

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