

Director, Program Management

Background

Apto Payments is transforming the card issuance industry. We help companies issue new kinds of cards with a better cardholder experience by removing constraints and enabling new use cases. Founded in 2014 as Shift Payments, the company worked with Coinbase to launch the first Bitcoin debit card. Today, as Apto, our mission is ambitious, creating new ways to connect people to their assets - crypto and non-crypto - by helping companies successfully launch innovative, user-centric card programs.

Apto is a well-funded early-stage startup, headquartered in San Francisco. We are focused on growing our business in a responsible way, building best-in-class products while managing regulatory and financial risk. We're motivated to empower developers and customers to design and build the next generation of can't-live-without card products. Our headquarters are in San Francisco, but we have fully embraced and are constantly improving our remote-focused culture for those who prefer to be based elsewhere in the United States.

The Role & Opportunity

Apto Payments is seeking an experienced Director of Program Management to help us with our cross-functional implementations work. We collaborate with customers, vendors, and internal teams to deliver complex financial solutions. In this role, you will coordinate and manage large projects that span multiple product development squads and our partners to ensure high-quality and on-time delivery.

If you love fintech, payments, and enabling experiences for millions of users and billions of dollars, this is the right place for you.

Responsibilities:

- Build and maintain project plans for repeatable company development processes
- Directly manage and coordinate large implementation and development projects
- Collaborate to create best practices around task management, documentation, and business processes across product and technology
- Manage company task management and knowledge management tools
- Identify and manage technical and schedule dependencies and ensure that they are understood, planned for, and executed against
- Drive clear and concise communication of progress and any risks and issues
- Partner with Product and Engineering on improvements needed for efficiency and scaling

About You

- Experience in PDLC and SDLC frameworks and best practices
- Experience with technical and non-technical project management
- Strong sense of ownership and accountability for the projects you manage
- Strong start-up or small company background
- Strong technical interest and background
- Proficiency in using tools to manage the software development lifecycle

Benefits

- Competitive salary and equity
- 401k and unlimited PTO
- **Fully-paid health, vision, and dental benefits** for you and dependents
- Stipend for ongoing professional development
- Work with a diverse team of impact-driven individuals
- Opportunity to impact financial solutions for millions of people around the world
- **Hybrid work environment** - Ability to work from a local office (if we have one) or fully remote depending on location. Take an in-person meeting when it's more efficient, and skip the commute when it's not needed.

*Note that, pursuant to the Company's COVID-19 mitigation protocols, individuals must be fully vaccinated upon commencing employment, subject to legally required exemptions.