

## **Privacy Program Manager** at Ethos Privacy

### **Who is Ethos Privacy?**

Ethos Privacy is a data privacy solutions company focused on the strategy, design, implementation, and operations of end-to-end data privacy programs in medium and large enterprises. We believe that compliance is a starting point, not a goal, and that developing a culture of privacy within organizations is the only way to support business strategies that leverage personal information while strengthening relationships with customers. Our clients range from several of the Fortune 500 to regional organizations that use personal data in innovative ways to support their business goals.

### **What are our Solutions?**

Ethos Privacy provides strategic and professional data privacy consulting services, a world class technology platform which operationalizes privacy programs, and privacy engineering training and consulting to companies of all sizes and market segments.

### **Privacy Program Manager Overview**

The Program Manager will work with our clients to plan program requirements, identify risks, manage schedules, and communicate clearly with project stakeholders. This role will lead through a wide range of strategic and operational problem-solving situations requiring extensive use of data collection and analysis, and will prepare and present program updates to senior management and other stakeholders on a regular basis. Key to success in this role is a 'roll up the sleeves' attitude and ability to deal with ambiguity as many of the issues our clients need support with are emerging and there are no clear answers.

### **Privacy Program Manager Responsibilities Include:**

- Providing analytical support to corporate privacy officers and other privacy program executives.
- Helping design and build a strategic and comprehensive privacy program that defines, develops, maintains, and implements policies and processes that enable consistent and effective privacy practices which minimize risk and ensure the appropriate use and handling of personal information.
- Ensuring privacy related forms, policies, standards, and procedures are up to date.
- Working cross-organizationally with upper management and other stakeholders to implement program standards and establish cross-functional governance for the program.
- Developing, assess, monitor, and report on organizational privacy compliance status.
- Reviewing legal and regulatory requirements, contracts and agreements, including service contracts and data sharing agreements, helping to translate contractual and legal obligations into actionable business requirements.
- Conducting privacy risk assessments including, privacy impact assessments, and provides guidance on recommended risk reduction activities
- Creating and presenting training materials to various audiences.
- Helping to determine new and creative ways to employ teams on projects and distribute responsibilities.
- Reviewing the status reports of team members across projects and addresses issues as appropriate.
- Building positive, trusting relationships with Legal, Privacy and Business teams through consistent on-time delivery of commitments and effective communication.
- Being able to work as an individual contributor, as well as potentially managing other team members depending on project.

**Qualifications:**

- Bachelor's Degree or equivalent experience.
- 3+ years' experience working in a privacy program or consulting to companies on privacy.
- IAPP certification(s) CIPM or comparable.
- Strong written and oral communication skills.
- Proven ability to manage and lead large scale and complex projects
- Highly collaborative and willing to learn in a dynamic fast-paced environment

**FLSA - Job Classification:** Exempt, Full Time Position.

**Department:** Internal – Consulting