



## **Associate Director, Program Management and Strategy**

*Austin, TX*

PreFix Inc. is transforming home maintenance and eliminating the hassle of home ownership. We have created a completely new category based on relationships that are woven into the fabric of the communities we serve. Our customer retention and satisfaction are unrivaled by any company in this sector. While currently focused on home maintenance, we are expanding into adjacent services and new geographic markets.

The company is a graduate of the Capital Factory and Techstars Accelerator programs. Current investors include Chicago Ventures, Moonshots Capital, Firebrand Ventures and the UBER Syndicate.

In addition to empowering homeowners to spend time on the things that matter, a core part of our mission is to empower employees to build careers that matter. We are committed to creating clear and compelling career paths for employees at all levels of our organization. Our culture is fast-paced but highly collaborative. We pursue excellence with humility and empathy.

### **About the Role**

As Associate Director of Program Management and Strategy, you will have the opportunity to evaluate and implement new products and services, continue to refine our city launch strategy, and shape the development of our technology platform. You will also use the proprietary data we develop as part of our services to improve operations, provide new services to customers, and design new products for our industry partners. We are relentlessly customer aligned and never use data to market unwanted services. We place the utmost emphasis on customer privacy.

The role requires an entrepreneurial, challenge-seeking problem solver that is comfortable with new and evolving requirements.

### **What you will do:**

- Evaluate and help implement new offerings that will be added as part of our service.
- Continue to refine our city launch playbook as we begin to more rapidly roll out new markets.
- Work closely with our IT Dev team to manage weekly sprints and ensure user requirements are well defined.
- Develop more granular KPIs to enable all part of the organization to benchmark performance.



- Develop new data-related products that we can offer to our customers and industry partners.

## **What you will need:**

- 2+ years-experience in a highly analytical and data-intensive position such as management consulting
- A high degree of proficiency in using Excel for data analysis.
- Some familiarity with managerial and financial accounting
- A teamwork mindset – the ability to work closely with other team members to make sure that user requirements are fully understood and that deliverables fully satisfy them.
- Proven to be self-motivated and eager to take ownership of tasks through to rapid resolution.
- Excellent organization and time management skills.
- Clear communication skills. The ability to communicate concepts simply to make sure that team members (both technical and non-technical) understand.
- Located in Austin
- A valid state driver's license and pass pre-employment background check.

Interested candidates should forward a resume and brief cover letter to [human.resources@prefixinc.com](mailto:human.resources@prefixinc.com). For more information about the company please refer to [www.prefixinc.com](http://www.prefixinc.com).