



## JOB DESCRIPTION

Position Title	Department	Reports to
Project Manager	Product Management	VP Product Management
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	ASAP

### POSITION SUMMARY

The Project Manager (PM) for Aeluma will be in Goleta, CA. The PM will co-ordinate, plan, lead, manage and drive-for-results projects Aeluma’s InGaAs on Silicon customer engagements. The PM will work in a matrixed cross-functional team and drive effective collaboration through a variety of communications tools including regularly scheduled meetings with internal stakeholders and external customers when and as appropriate. This is an individual contributor role and requires office presence much of the time

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develops project plans with clear scope, schedule, cost, and quality goals, perform product and project cost and ROI analysis, identify, and mitigate major risks, barriers, and issues in the project.
- Works with cross-functional project teams in Engineering, Business and Finance to define the project success criteria and obtain buy-off from all project stakeholders including Aeluma customers for which Aeluma is part of their supply chain.
- Measures, tracks, and reports/presents progress-to-plan status to stakeholders periodically during project execution.
- Controls project progress. If project deviation or supply chain issues occur from the approved plan, works with team to identify mechanisms to keep or bring the project back on-track and follows the appropriate management escalation paths in a timely manner.
- Acquires / maintains documentation for all project phases per Aeluma Quality & New Project or Program deliverables requirements.
- Some expected detailed activities include:
  - Project Resource Plan / Management (RnD functions – SW, HW, Algo, Test, etc.) & publish
  - Work with finance to track and report project profitability
  - Work with Finance to ensure visible “billable activities and hours”
    - Customers may need detailed reports to enable billable events / activities
  - Manage (with Finance) the project budget expenses, and solicit approvals for expenditures as needed
  - Manage and publish project timeline on an on-going basis, working to keep customer project milestones
  - Ensure internal milestones / gates are met
  - Coordinate internal cross-functional tasks and external partner collaborations to meet milestones
  - Hold regular team meetings to ensure proper task alignment and customer expectations being met
  - Coordinate with external production plant(s) to ensure all industrialization/start up milestones are met
  - Via the Change Control Board (CCB), Manage Change Requests & Change Management meetings and process, driving to alignment and decisions, then document those changes
  - Working with Quality Department, identify, report and drive quality issues / problems
  - Ensure proper data is current and fed into project and program management tools for tracking systems purposes
  - Participate and support auditing activities.
  - Act as customer interface and host regular customer project reviews
  - Manage escalation of tasks within the cross-functional teams as needed (e.g., RnD & Management Teams)
  - Ensure interfaces between product development and manufacturing teams in the region are aligned
  - Work with Business Development to manage customer expectations / escalations
  - Prototype coordination and delivery management

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor (BA, BS, or BSc) or equivalent from college or university



- 3 to 5 years hand-on Project Management experience in the semiconductor or adjacent space ranging from project planning including scope, risks, scheduling, budget costing (labor, materials, equipment, execution, control, escalation) releasing to customer (production)).
- Ability to organize the project workflow and documentations with strong attention to details
- Ability to manage complex projects or programs, especially in the semiconductor space
- Ability to set schedules, communicate, run meetings, write reports, and present
- Ability to speak effectively before customers, employees, and suppliers
- Ability to work in a matrix organization, creating a shared set of goals, aligning those goals with other stakeholders while executing to a plan
- Must have strong time management and written/verbal communication skills
- Proficiency in Microsoft Office tools: MS Project, MS Excel, MS PowerPoint, and MS Word
- Expertise/hands-on practical experience in one of the functional areas of semiconductor IC new product development such as Design Engineering, Applications Engineering, Product Engineering, Test Engineering

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**EQUAL EMPLOYMENT OPPORTUNITY**

Aeluma is an Equal Opportunity, drug free workplace and complies with the ADA regulations as applicable. The Company maintains policies and practices that are designed to prevent discrimination or harassment against any qualified applicant or employee to the extent prohibited by federal, state, and local laws and regulations.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_  
**Name (print):** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_  
**Name (print):** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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