



JOB DESCRIPTION TEMPLATE

AI Governance Manager

The manager who operates an organization's AI governance program, turning policy into working intake, review, oversight, and reporting processes.

Department	AI Governance / Risk & Compliance
Reports to	Head of AI Governance / Chief Risk Officer / CISO
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	7 to 10+ years

POSITION OVERVIEW

The AI Governance Manager leads the operation of the organization's AI governance program. This role turns AI policy and strategy into working processes, managing the intake, review, approval, and monitoring of AI systems across the organization.

The AI Governance Manager coordinates across legal, compliance, privacy, security, data governance, and business teams to ensure AI is developed and deployed responsibly and in line with regulatory requirements. The role also manages the AI system inventory, governance committee operations, and reporting.

As AI adoption scales, the AI Governance Manager is the connective tissue between policy and practice, making governance practical for the teams that build and use AI.

KEY RESPONSIBILITIES

GOVERNANCE PROGRAM OPERATIONS

- Run the AI intake, review, and approval workflow end to end.
- Maintain the enterprise AI system inventory and risk classifications.
- Operate the AI Governance Committee, including agendas, materials, and decisions.
- Track governance metrics and program maturity over time.

POLICY AND STANDARDS

Develop, maintain, and socialize AI policies, standards, and procedures, covering:

- Responsible and ethical AI principles
- Model documentation and approval requirements
- Human oversight, transparency, and disclosure
- Acceptable use of generative AI and AI agents

MODEL AND USE-CASE OVERSIGHT

- Coordinate risk reviews of AI use cases and models before deployment.
- Ensure documentation, testing, and monitoring requirements are met.
- Partner with model owners on control implementation and remediation.
- Oversee ongoing monitoring for drift, performance, and incidents.

REGULATORY COMPLIANCE

Track and operationalize requirements from the EU AI Act, the NIST AI Risk Management Framework, ISO/IEC 42001, and emerging state and global AI regulation, and map them to internal controls.

THIRD-PARTY AI GOVERNANCE

- Coordinate governance reviews of AI vendors and tools.
- Support due diligence and contractual AI provisions.
- Maintain oversight of externally sourced models and services.

REPORTING AND ENABLEMENT

- Produce governance reporting for leadership and committees.
- Deliver training and guidance to teams building and using AI.
- Maintain governance documentation and evidence for audits.
- Drive continuous improvement of the governance program.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Computer Science, Data Science, Law, Business, or a related discipline.
- 7 to 10+ years of experience in governance, risk, compliance, privacy, or technology program management, including AI or data governance.
- Experience operating governance committees, policies, or control programs.
- Working knowledge of AI and machine learning concepts and lifecycle.
- Strong program management, facilitation, and cross-functional communication skills.

PREFERRED CERTIFICATIONS

One or more of: AIGP, CIPP, CIPM, CRISC, CISM, ISO/IEC 42001 Lead Implementer.

TECHNICAL KNOWLEDGE

AI governance program management, responsible AI, AI policy and standards, model lifecycle oversight, AI risk classification, regulatory mapping, third-party AI risk, data governance, and GRC and governance platforms.

ESSENTIAL COMPETENCIES

Program management, cross-functional facilitation, stakeholder influence, clear written communication, pragmatic problem solving, and translating policy into operational process.

SUCCESS MEASURES: FIRST 12 MONTHS

- Stand up a working AI intake, review, and approval workflow.
- Complete and maintain the enterprise AI system inventory.
- Operationalize AI policies, standards, and risk classifications.
- Run the AI Governance Committee on a regular cadence.
- Establish governance reporting for leadership.
- Map key AI regulations to internal controls.
- Deliver AI governance training across priority teams.
- Improve measured AI governance maturity.

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