



Program Manager – Job Description

We are a nonprofit, community development organization that engages residents and partners to revitalize the Clinton Hill neighborhood. This work is led by residents, for residents. Together, we take action and advocate for quality, affordable housing, food security, economic empowerment, civic engagement, and environmental justice.

Title: Program Manager

Supervision: Reports to the Deputy Director

Type of Position: Full-time (40 hours per week)

General Description: Responsible for supporting the Program Team with program planning, development and implementation; managing communications and key stakeholder engagement; and ensuring goals and targets as outlined in the organization's strategic plan and related grants are being met

Performance Target(s):

- Develop a program support plan with each Program Team leader
- Establish a process for reviewing and ensuring program deliverables are on track and being met in a timely manner
- Increase community awareness about our mission, goals, programs and theory of action
- Leading up to (4) special projects as assigned by the Deputy Director
- Achieve satisfactory customer service feedback on annual accountability survey

Specific duties: Specific duties include, but are not limited to:

Project Management

- Onboard grants management system and implement workflow for developing grants for submission
- Develop and manage a grant submissions calendar
- Work closely with the Executive Director and consultants to write grant proposals, Letters of Interest, grant acknowledgement letters, and other fundraising materials
- Help manage and strengthen relationships with funders, including sharing information about programs and other aligned interests, scheduling regular funder briefings, and responding to requests for information
- Plan and organize annual fundraising activities, e.g., individual donor campaign, fundraiser events
- Staff the organization's Fundraising Committee

Data Collection & Evaluation

- Liaise between the evaluator and staff to develop an evaluation plan (e.g., identifying measurable targets, tools to assess program efficacy, and developing a data collection and review calendar)
- Manage data collection process and partner with the Program Team to submit timely reports
- Coordinate meetings to review data and reflect on ways the data will be used to inform continuous improvement
- Support Program Team with monitoring grant deliverables to ensure key targets are on track
- Oversee the organization's annual Community Accountability Survey and report
- Represent the organization in related meetings and collaboratives

Qualifications:

Clinton Hill or South Ward residents preferred; High School Diploma required, Bachelors degree in human services, social work or urban planning or at least 3-5 years of related experience; Excellent project management and writing skills; Good communication and customer service skills; Strong critical thinking and problem solving skills; Available to work flexible hours, including evenings and weekends

Compensation:

Competitive Compensation Package

Benefits:

Health insurance, paid time off, short-and long-term disability insurance, vision and dental insurance, life insurance and 401(k) retirement match

To Apply:

Submit resume and cover letter to Karen Martin, CHCA's Operations Manager, at karen@clintonhillaction.org or fax to 866-892-7027

For more information, visit us at clintonhillaction.org!