



### **JOB DESCRIPTION**

**POSITION TITLE:** Program Manager  
**REPORTS TO:** Executive Director  
**STATUS:** Exempt  
**SALARY RANGE:** \$45,000 - 55,000 depending on experience

### **JOB SUMMARY**

The Program Manager is responsible for the development and execution of Women's Foundation programs. The position is responsible for cultivating and stewarding relationships with volunteers, community partners, and key community contacts to advance the mission of the Women's Foundation of Florida. The position requires travel across the state and flexible schedule including nights and weekends.

### **ESSENTIAL FUNCTIONS:**

*Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

The Program Manager performs a wide range of duties, including, but not limited to the following:

1. Responsible for the design and execution of Foundation's virtual and in person programming with assistance from volunteer committees.
2. Designs volunteer program to ensure that meaningful and diverse engagement is available where needed to meet the Foundation's goals and creates opportunities for innovation and leadership to emerge.
3. Recruits, trains, and supports volunteers to serve on committees and assist with execution of programs.
4. Builds relationships with community Leaders and partner organizations seeking areas for collaboration to further the work of the Foundation.
5. Organizes events and all related logistics, outreach and recruitment.
6. Supports Communications function by drafting content and updating social media as requested and researching and writing reports and materials for public distribution.
7. Develops timelines and budgets for assigned programs and ensure that tasks are completed on time and within budget.
8. Defines, tracks and measures the progress of initiatives against goals.
9. Ensures diversity in volunteer and coalition base.
10. Ensure compliance with conditions of 501C3 and 501C4 guidelines for approved activities.
11. Supervises interns and volunteers.
12. Represents the Women's Foundation of Florida mission when speaking to external audiences.
13. Demonstrates commitment to established Workplace Values including commitment to diversity, equity and inclusion.
14. Travels throughout the Foundation's service area as required.
15. Performs other duties as assigned in support of mission and as required to ensure delivery of consistent high quality services.



**KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:**

1. Attention to detail; ability to lead and follow processes and procedures from beginning to end.
2. Recognized excellence in interpersonal and relationship-building, project management, and staff management skills.
3. Ability to cultivate relationships with volunteers, coalitions and key community contacts.
4. Strong analytical, operational and organizational skills; ability to balance priorities, make effective decisions, and contribute as a team player within the organization.
5. Ability to utilize data to inform the decision-making process.
6. Demonstrated project management skills, including excellent follow through for multiple projects at multiple locations.
7. Excellent written and verbal communication skills. Able to communicate information in an organized and clear manner.
8. Creation and coordination of volunteer programs.
9. Ability to convey Foundation messages to external audiences.
10. Able to maintain and demonstrate strict confidentiality of all information.
11. Has computer skills and ability to learn/operate software programs.
12. Proficiency in Microsoft Office (Word, Excel, Publisher & PowerPoint) required.
13. Maintains professional appearance and demonstrates professional attitude at all times.
14. Ability to work flexible schedules and maintain punctual attendance.
15. Able to work under pressure, remain calm, prioritize, and meet deadlines.
16. Ability to relate to diverse communities.
17. Ability to remain open and non-judgmental towards colleagues and customers.

**JOB REQUIREMENTS:**

**Minimum Education:** Bachelor's level degree preferred. Commensurate relevant work experience will be considered in lieu of a degree.

**Minimum Work Experience: 2-4 yrs. of related experience.** Previous experience in program creation and execution and volunteer management required. Experience in coalition recruitment, project management, and database management preferred.