JOB DESCRIPTION

TITLE: Program Manager
SUPERVISOR: Director of Grants and Programs
FLSA STATUS: Exempt
DATE: July 2022
SALARY: $50,000/a year plus competitive benefits package

SUMMARY: The Program Manager is responsible for coordinating the grant-making process, programs, and special projects in support of the Foundation’s goals and objectives. The Program Manager also provides technical assistance to grantee partners, builds volunteer engagement, and leads the Evidence2Success initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Investigate and evaluate incoming grant proposals, prepare related documentation, and assist with drafting external proposals and reports.
- Provide information and assistance, including orientation sessions, workshops, and roundtable discussions, to grant seekers concerning policies and procedures.
- Coordinate the awards process, working with the Grants Committee and potential grantee partners.
- Monitor and report on grantee performance and results, use of grant funding, and additional capacity-building needs; compile monthly, quarterly, and annual program statistics.
- Coordinate volunteer opportunities and recognition programs.
- Coordinate Grant Committee meetings and assist with site visits.
- Assist the Director of Grants and Programs in ensuring that national, regional and local initiatives and partnerships achieve desired results; assist evaluation partners in evaluating the grant making process.
- Coordinate new and existing initiatives, such as convenings, staffing collaborations, and coalitions, and assist with special projects, including the Tribute Luncheon.
- Conduct research, analyze trends, identify issues, and recommend solutions to the Director of Grants and Programs.
- Lead the local Evidence2Success initiative through:
  - Maintaining a strong governing structure through ongoing engagement of leaders from public systems, agencies, and neighborhood residents to ensure Evidence2Success objectives are achieved.
  - Overseeing implementation and evaluation of tested, effective programs by Evidence2Success implementation teams.
  - Advocating for robust use of data in decision making, including administrative data and data from the Youth Experience Survey.
  - Supporting long-term sustainability of Evidence2Success through use of the finance workgroup, including planning for the expansion of the Evidence2Success framework into other neighborhoods in Memphis.
  - Following the five-phase structure of Evidence2Success as outlined on the Annie E. Casey Foundation's website.
- Communicate promptly and appropriately through email, by phone, and in writing.
- Serve as back-up for grant-related tasks in Raiser’s Edge.
- Perform other duties as assigned.
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required:

- Bachelor’s degree or equivalent. Two years of experience grants coordination and/or program evaluation. Experience working with nonprofit organizations.
- Familiarity with budgets, finance plans, and basic financial systems.
- Excellent written and verbal communication skills.
- Commitment to inclusiveness and an ability to work effectively with diverse groups, including key community leaders and organizations.
- Strong interpersonal skills and an ability to work effectively and harmoniously with donors, volunteers and staff.
- Excellent communication and project coordination skills, including influencing, leadership, negotiation, and delegation.
- Two to three years of experience in report coordination and program evaluation.
- Fundraising background as it relates to seeking and securing program grants from funders.
- Demonstrated ability to coordinate multiple unrelated tasks and excel on a collaborative team in a fast-paced office environment.
- Excellent PC skills; experience with Windows, Word, Excel and Raiser’s Edge.

The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not to be construed as an exhaustive list of duties, responsibilities or requirements.

TO APPLY:

Qualified applicants should send an email to administration@wfgm.org by June 24,2022 with their resume and cover letter attached. Only candidates selected for an interview will be contacted. No phone calls, please.