Role Title: Program Manager  
Type: Full Time  
Location: Denver, Colorado  
Salary: $55,000 – $60,000

About Us:
Founded in 2001, Colorado Dragon Boat is a 501(c)(3) nonprofit organization dedicated to building bridges of awareness, knowledge, and understanding between the diverse Asian American Pacific Islander (AAPI) communities and the general public through cultural celebration, education, and leadership development. Colorado Dragon Boat’s signature programs include the Colorado Dragon Boat Festival, the Colorado Dragon Boat Film Festival, and the AAPI Emerging Leaders Program.

The Opportunity:
The Program Manager will be a key partner to the Executive Director in the planning, implementation, and execution of Colorado Dragon Boat’s core programming and events. This role will balance cultivating relationships with community partners and contractors while providing key operations and logistical program and event support. The ideal candidate is both experienced and excited about managing the day-to-day execution of programs. A successful candidate is an excellent relationship-builder and project manager, with strengths in detail orientation and collaboration. The Program Manager is also a quick and nimble learner and is excited to innovate and adapt as programs evolve.

The Program Manager will be based in the Metro Denver area and must be available to support occasional programming and events on evenings and weekends. This role will report directly to the Executive Director.

Responsibilities:
The primary responsibilities will include, but are not limited to the following:

- [70%] Program Operations, Communications, and Project Management
  - Manages the operations and logistics for all Colorado Dragon Boat programs and organizational operations
  - Create Colorado Dragon Boat operations & logistics plans
  - Support the Executive Director in execution of events and strategic planning
  - Develops excellent relationships with partners, vendors, and other stakeholders in service of high quality programs
  - Manages organizational committees as needed

- [15%] Program Research, Impact, and Systems Improvement
  - Primary owner of program metrics and measurement
  - Constantly seeking opportunities for program improvement
Develops internal systems and processes to improve impact and learning in collaboration with the Executive Director

- [15%] Team-wide Responsibilities
  - Attend weekly team meetings, manager check-ins, and events as needed (may occur on evenings and weekends)
  - Complete team-wide responsibilities and assignments as needed (e.g. providing input for strategic planning)
  - Work to achieve meaningful outcomes, contribute to building a strong team and culture, and commit to own learning + development aligned to Colorado Dragon Boat values
  - Serve as an ethical and responsible organizational steward of Colorado Dragon Boat both internally and externally

**Qualifications:**
- Resonates with Colorado Dragon Boat’s mission and values
- Comfortable negotiating with vendors and partners
- Knowledge of event planning and project management
- Able to adapt to multiple environments and dynamic needs
- Able to tailor effective communication style to diverse audiences
- Self-directed learner eager for feedback, proactively seeks opportunities for growth, and takes initiative to implement and apply learnings to their own work and practices

**Skills:**
- Strong written and verbal communication skills
- Ability to multitask
- Adept at creative problem solving
- Keen attention to detail
- Very organized and efficient
- Strong community building skills
- Proficient in Zoom and Google Workspace (Google Drive, Sheets, and Docs)

**Compensation & Benefits:**
- **Salary Range:** $55,000 - $60,000
- **Benefits:** Health insurance stipend, paid holidays, PTO, mileage reimbursement
- **Flexible work culture:** Staff have the option to work from Colorado Dragon Boat’s office located in Wheat Ridge or from home with the exception of in-person programming, events, and meetings
- This is a salaried position and is exempt from state and federal overtime compensation requirements

**To be considered for this position**, please email Evan Hung at chair@cdbf.org and cc: Ludi Sandoval at ludi@cdbf.org
**EEO Statement:**

Colorado Dragon Boat is an equal opportunity employer and all qualified applicants will receive consideration for employment. In compliance with federal, state and local laws, all hiring decisions will be made without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We are deeply committed to building diverse candidate pools for all positions and creating a work culture and environment inclusive of all. Women, people of color, LGBTQ+ individuals, people with disabilities, and veterans are strongly encouraged to apply.