

Program Manager

Position Description

Work to advance Girls Inc. of Greater Indianapolis's ability to meet girls' needs in the community through driving the outreach programs and volunteer initiatives consistent with the organization's strategic plan.

Supervisor: Director of Programs

Supervisees: Program Support Coordinators, Volunteer Coordinator, and Seasonal Program Specialists

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibility

Manage Organization's Program Model

- Drive the outreach program strategy consistent with the organization's strategic plan;
- Hire, manage, train and support the program staff, directing their priorities, workload, and professional development;
- Plan and implement summer camp, including developing and maintaining program collaborations;
- Develop tools to monitor and assess impact on girls, partners, and volunteers;
- Develop and manage the outreach program budget;
- Work collaboratively with the development team on program initiatives.

Manage Organization's Volunteer Model

- Support Volunteer Coordinator to maintain policies for volunteers, training, recruitment, and interviewing to keep current with volunteer trends and the agency's need;
- Troubleshoot requests, challenges, and changes with volunteers;
- Monitor and analyze progress towards established annual volunteer goals;
- Support the implementation of regularly scheduled volunteer stewardship events;
- Collaborate with the development department to maximize outcomes of corporate relationships, including working to ensure a streamline communication plan between the departments.

Manage Organization's Center-Based Programming

- Along with program staff, develop the schedule/activities for the center-based programming initiative;
- Assist with hiring, managing, and training program staff;
- Develop and manage the program budget;
- Assist with evaluating the program model and work collaborately with program partners to reach program goals;
- Work with Director of Programs to identify potential sites for program expansion.

Additional Responsibilities

- Regularly report to the Director of Programs on progress towards established goals, recommending strategies/timelines for future initiatives.
- Act as a project manager for special agency initiatives;
- Participate in meetings, trainings, and conferences to further professional development;
- Perform other duties as assigned by the Director of Programs.

Required Knowledge, Skills & Abilities

- Demonstrate commitment to the mission of Girls Inc. and its constituents;
- Demonstrate effective interpersonal skills; the ability to establish and maintain effective working relationships, get along with diverse personalities, be tactful, mature, and flexible and adaptable;
- Ability to manage and delegate multiple priorities and projects;
- Experience in volunteer administration and/or human resources management;
- Knowledge of volunteer and program management best practices, professional ethics, and risk management;
- Excellent skills in building and maintaining community outreach models, developing/maintaining collaborative relationships with diverse stakeholders;
- Ability to coach and support personnel to achieve the organization's mission, vision, and strategic goals;
- Ability to take initiative as part of a team as well as individually;
- Demonstrated success implementing short-term and intermediate strategic goals;
- Practices responsible stewardship of Girls Inc.'s resources;
- Exhibits professional verbal, written, and electronic communication with the ability to adapt communication styles.

Education & Experience

- Bachelor's degree required with 3-5 years nonprofit experience;
- Proven experience in recruiting, supervising, and training both employees and volunteers;
- Background in youth development, gender equity, and a strong advocate for girls'/womens' issues'
- Experience in implementing programs with youth, preferably in an outreach/camp setting;
- Ability to develop and deliver presentations; facilitate trainings and/or participate in public speaking events; familiar with adult learning concepts;
- Broad knowledge and experience in program evaluation techniques;
- Proficient in Microsoft Office and experience in database systems.