

The Program Manager (PM) Summary

Responsible for program coordination, marketing, development, community relations, and administrative support of service programs to the Lemay community as assigned by the Executive Director and/or the Board of Directors. This full-time exempt position requires 32-40 hours per week (mostly flex time), which can include evenings and weekends. Program Manager coordinates logistics and set-up for all program activities and ensures that program outcomes meet funder requirements. Works to improve programming for new and continued funding sources. Assists with day-to-day operations of the Lemay Housing Partnership (LHP). Nonprofit and/or nonprofit board experience recommended. Construction and/or community organizing experience preferred. The PM will provide direct staff support to the Board's Program Oversight Committee.

Essential functions

1. Manage all aspects of LHP programming, including but not limited to: establishment of goals and objectives (in coordination with the Executive Director and the Board of Directors), development of task forces and committees, identification and cultivation of potential participants and supporters, supervision of day-to-day activities, representing LHP at community events, providing/coordinating volunteer and leadership training, and analysis and preparation of activity/results reports for the Executive Director, Board of Directors, partners, and funders. Programs currently under management include the Home Repair Program. (70% of Time.)
2. Development of new programming to meet the needs of Lemay homeowners. (20% of time.)
3. Other job duties as assigned by the LHP Executive Director and/or LHP Board of Directors. (10% of Time.)

Education

Bachelor's Degree in Non-Profit Business Management or Business Administration, Community Development, Marketing, Public Relations, Human Service Agency Management, or health-related field; OR five years experience commensurate with job duties (such as construction management or social services) required. Master's degree in above listed fields or a related field preferred.

Knowledge, Skills & Abilities Required

1. Knowledge and understanding of program management.
2. Understanding of community health initiatives, community development, and generally accepted practices of nonprofit administration.
3. Understanding of community dynamics, relationships, and politics.
4. Comfort working in diverse communities.
5. Understanding of principles of leadership, management, and collaboration.
6. Strong written and verbal communication, including advanced public speaking skills.
7. Skills in program development, project planning/implementation, and case management.
8. Knowledge of county building codes and construction standards.
9. Knowledge of and experience with contracts, bidding, home inspection, lien waivers, grant reporting, funder interpretation and compiling data into reports for funders.
10. Strong computer skills including proficiency in Mac OS, Microsoft Word, Excel, PowerPoint, Peachtree.
11. Skills in office administration, including bulk mail preparation.
12. Ability to operate general office equipment (fax, copier, adding machine, etc.)
13. Detail oriented, accurate, and highly organized with an ability to manage multiple, diverse, and complex work assignments, problem solve, and make decisions.
14. Ability to work independently with good time management skills and the ability to prioritize tasks.
15. Ability to establish and maintain effective working relationships with other staff, volunteers, Board of Directors, Board Committees, and community at large.
16. Must be able to lift 20 lbs.