



JOB TITLE: Program Manager

DATE WRITTEN: July 2020

FUNCTIONAL AREA: Administration

DATE APPROVED: July 2020

REPORTS TO: Chief Experience Officer

PREPARED BY: Chief Executive Officer

GRADE: Full time - Exempt

SALARY: DOE

POSITION SUMMARY:

The Program Manager (PM) is responsible for oversight of the Youth Development Services. This includes development and diligent implementation of a plan leading to positive outcomes of all contractual deliverables and requirements in a professional and timely manner. PM effectively communicates with contract project officers, provides daily financial approval and oversight, writes quarterly and other reports as required and supervises subordinate staff. The Program Manager reports to the Chief Experience Officer and works closely with and is responsive to the CEO. PM is member of the Management Team, collectively organizing strategies across the organization. The PM manages the Youth Development service area evaluation plan, interfacing with outside evaluators to assure compliance across all activities. PM is expected to adapt to a rapidly evolving environment and thrive in a deadline-oriented workplace.

MAJOR FUNCTIONS:

- Oversee planning to ensure activities will produce the stated outcomes of the project
- Oversee project needs including project funding, staffing, professional development and support activity
- Assure all organization financial, travel, human resources and policies are adhered to appropriately and in a timely manner
- Research and be current on the needs of the local community of American Indian high school youth in Maricopa County
- Provide subordinate staff with excellent, high level supervision skills
- Monitor and approve budget requests by program staff, following all organizational and funding policies
- Oversee all data entry, assuring consistency and data protection within FERPA
- Oversee all evaluation processes, assuring all steps are implemented as prescribed
- Provide compiled data and necessary information for proposal writing
- Provide input on organization operations and business plans as requested
- Participate as a member of the program management team, meeting weekly for coordination
- Collaborate as a strong team member to develop short, medium, and long-term plans
- Represent the company at meetings and to partners as necessary

- Remain up to date on effective practices in the field of the Youth Development including knowledge on state and federal law regarding nonprofit operations
- Lead the Youth Development Team/subordinate staff to create an annual implementation plan of activities based upon an approved scope of work with an ability to review and adjust the plan as needed
- Provide oversight and budgetary decisions based upon project plans with a strong attention to detail, timeliness, accuracy, and usefulness
- Prepare detailed documents and reports for a monthly, quarterly and annual system for internal and external needs
- Provide diligent oversight of all service area data, following all prescribed protocols for protection of data and coordinate with project evaluators
- Review evaluation and service area results to implement a continual program improvement model to restructure when necessary to constantly be leading towards high level positive program outcomes
- Provide strategic and technical planning to meet the organization's objectives
- Maintain knowledge of and implement transfer of effective skills necessary for youth for life after high school such as work skill development, career aptitude assessment and counseling, FASFA, higher education application process, financial management, leadership development and more
- Implement a structured program improvement process using data to create strong, long-lasting projects for the organization
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Master's Degree in Education preferred, plus four years of high-level management experience or any equivalent combination of degree plus experience
- Demonstrated experience in a senior management role, working closely with executive staff, resulting in the development and implementation of creative effective organizational and programmatic strategies
- Significant experience in or knowledge of non-profit programs and systems including sophisticated fund, compliance, and reporting
- Excellent supervisory and team member motivation skills
- Demonstrated leadership ability, team management, and interpersonal skills
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Excellent communication skills – written and oral
- Strong experience working with the American Indian population
- Demonstration of excellent MS Office skills
- Knowledge of evidence-based practices effective in developing college and career ready high school youth to include educational learning theory and service to high risk youth

WORK EXPERIENCE/SKILLS REQUIREMENT:

The Program Manager will be a seasoned and mature leader with a minimum of four years management experience, ideally cemented in managing multiple projects and fund sources simultaneously; providing skilled project management tasks including staff supervision; planning and managing objectives in a results-oriented environment. This experience should also include strong program evaluation skills, use of data for program improvement, and implementing processes resulting in an actionable recommendation to executive leadership. PM will ideally have experience creating and managing processes for a complex nonprofit with multiple funding sources for diverse activities.

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with a full application packet. A full application packet consists of letter of application, resume and supplemental information form.

Note - All staff requirement:

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Must have dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT APPLICATION PACKET TO INCLUDE: Cover Letter, Resume, and Supplemental Information Form to:

Via Email: info@phxindcenter.org

Mail Service:
PHOENIX INDIAN CENTER, INC. – Personnel
4520 N Central Ave, Suite 250
Phoenix, AZ 85012

PH: 602-264-6768 / FAX: 602-274-7486
www.PhxIndCenter.org Click on Contact Us

NOTE: Supplemental Information Form can be found at
https://phxindcenter.org/wp-content/uploads/2020/02/Supplemental-Information-Form_rev-9-25-16.pdf