



**JOB TITLE:** Program Manager

**DATE WRITTEN:** August 2023

**FUNCTIONAL AREA:** Youth Development

**DATE APPROVED:** August 2023

**REPORTS TO:** Director of Programs

**PREPARED BY:** Chief Executive Officer

**GRADE:** Full time - Exempt

**SALARY:** \$55,000-\$60,000 (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 financial approval and oversight, writes quarterly and other reports as required and supervises subordinate staff. The Program Manager reports to the Director of Program 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 that 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, and program 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
- Maintain knowledge of and implement effective skills necessary for youth for life after high school such as career readiness, FASFA, higher education and application process, financial management, leadership development and other life skills.
- Provide subordinate staff with excellent, high-level supervision and leadership.
- Remain up to date on effective practices in the field of Youth Development including knowledge on state and federal law regarding nonprofit operations
- Lead the Youth Development Team/subordinate staff to create an annual strategic plan of activities based upon an approved scope of work, with an ability to adjust the plan as needed.
- Monitor and approve expense requests by program staff and oversee the program budget, while following all organizational procedures
- Oversee data collection for reporting, assuring consistency protection within FERPA.
- Provide compiled data and necessary information for proposal writing.

- Prepare detailed documents and reports for a monthly, quarterly and annual reporting system for both internal and external requirements.
- 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.
- Implement a structured program improvement process using data to create strong, long-lasting projects for the organization.
- Provide input on organization operations and business plans as requested.
- Participate as a member of the PIC Program Management Team, including weekly meetings.
- Represent the company at meetings and to partners as appropriate.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Master's Degree in Education preferred or Bachelor's Degree 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 American Indian populations, in particular Urban youth
- 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
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary.

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

Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)

Mail Service:

PHOENIX INDIAN CENTER, INC. – Personnel

4520 N Central Ave, Suite 250

Phoenix, AZ 85012

PH: 602-264-6768 / FAX: 602-237-6853

[www.PhxIndCenter.org](http://www.PhxIndCenter.org) Click on About – Working at Phoenix Indian Center

NOTE: Supplemental Information Form can be found at

[https://phxindcenter.org/wp-content/uploads/2020/02/Supplemental-Information-Form\\_rev-9-25-16.pdf](https://phxindcenter.org/wp-content/uploads/2020/02/Supplemental-Information-Form_rev-9-25-16.pdf)