Title: Volunteer Program Manager

Location: Remote

**Summary**

The Program Director will be responsible for leading EmpowHer Enterprise’s initiatives for a particular region while reporting progress to community partners, sponsors, other stakeholders in the region, and EmpowHer leadership. The successful candidate will provide critical, day to day oversight of project management and outreach staff planning, implementing and socializing prison release reform initiatives.

**As a program manager, your responsibilities include:**

* **Strategic planning:** Hit the ground running with the big-picture strategic plan already in place, and tweaking plans as necessary at the granular implementation level. Consistently engage board, Empowher team, and all external stakeholders in an appropriate and productive way.
* **Program launch and management:** Fully own all details of programming, from finalizing the current vision to execution to reporting. This includes: team buildout, designing the application process, leading marketing efforts, selection of partnerships, closely managing vendors and partners, ensuring an excellent quality program is delivered to all grantees, overseeing training and offboarding, and measuring impact.
* **Evaluation and learning:** Build and manage an evaluation and learning plan to measure impact for all efforts, ensuring EmpowHER is consistently learning from its own work, the small businesses it serves, and the communities with whom the foundation engages. Adapt programming over time, if necessary, to align with learnings.
* **Relationship building:** Regularly engage with program partners, small businesses, peer organizations, and the board to ensure needs are met, curiosities are satisfied, and positive partnerships are maintained both internally and externally.
  + Research landscape of national donation programs; what entities are donating supplies
  + Research potential new community organization relationships on a local scale (i.e. local government agencies, etc.).
  + Reach out to develop personal relationships with community organizations

**QUALIFICATIONS**

* Education….
* Commitment to and passion for small businesses and entrepreneurship
* Strong program and project management skills with the ability to manage extremely complex projects with multiple workstreams, several stakeholders, and tight timelines
* Maintains a solutions-oriented mindset; assumes full ownership and accountability around mandate set by the board
* Ability to balance bold ideas with a humble attitude; always seeking to learn more
* Outstanding listening skills, creativity, and entrepreneurial spirit
* Consistently resourceful and able to adapt quickly to changing priorities and environments
* High integrity; strong people instincts in identifying this quality in others
* Ability to work effectively with diverse concepts, individuals, and organizations
* Ability to work both independently and collaboratively; possess a strong team spirit while maintaining professional confidence to get things done on your own
* Strong oral and written communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skill