



PROGRAM MANAGER

Reports directly to the Rhonda Walker Foundation's (RWF) CEO with a priority focus on program development and innovation, team building, talent development, and external relationship-building related to program development. Oversees an RWF **program portfolio** that includes: 1) The Girls into Women Program (RWF Zone-Exercise program; and RWF Cares Initiative – giving back to the community); 2) RWF After-School Program (RWF After-School Academy); 3) the RWF Volunteer and Mentoring Programs; 4) The RWF Scholarship Program and 5) The RWF Internship and Summer Jobs Program.

Program Management

- Development and co-supervision of program staff; program evaluation and analysis
- Recruitment -Internal and external including volunteer/mentor recruitment, training and retention in collaboration with the volunteer and mentor committee and Senior Communications and Marketing Director
- Ensure RWF teens are matched with RWF Mentors (Priority given to RWF Seniors and Juniors)
- Execution of the Annual RWF Scholarship Program and Alumni Scholarships
- Development, execution, and management of the RWF Internship and Summer Jobs Program in collaboration with the RWF Coordinator
- Act as a liaison between RWF and its partner schools and work to facilitate the Girls into Women Admission process by following up with school nominations and the processing of applications
- Oversee execution and facilitation of the after-school programming at participating partner schools
- Communicate with Detroit Public Schools Community District Partnership Office and ensure Partnership Agreements are renewed and up to date and **other duties as assigned.**
- Establish and maintain strong working relationships with external stakeholders, including but not limited to RWF Partner Schools and Community Partners.

Minimum Qualifications

- Bachelor's Degree in a related field
- Experience in program development and operations
- Proficiency in Microsoft Office and Google Suite Apps; Excellent written and verbal communication skills
- Ability to work in a fast-paced environments; transportation required (valid driver's license)
- Exp. with budgets, financial management, grant writing and special events planning -**a plus.**

Send cover letter and resume to: **Ruselda M. Johnson, CEO, Rhonda Walker Foundation**

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