

POSITION DESCRIPTION

Position	Program Manager	Category	Full-time, permanent
Supervisor	Deputy Director	Function	Programmatic

Position Overview

The Program Manager will coordinate and manage various subject-matter programs and events. Their responsibilities include planning and overseeing regional and statewide events, engagement of local, regional, and statewide partners, researching and gathering resources, and communicating with various stakeholders through a variety of platforms.

The Program Manager will be a strategic partner to the myFutureNC team to achieve results and help advance myFutureNC programmatic networks. This position will own logistical execution and communications support at the project level. The Program Manager will lead the documentation process and create processes for workflow, ensuring projects are executed in a timely and accurate manner. A successful candidate is passionate about collaboration, delivering the best work, providing guidance, and seeking solutions to support the operational effectiveness of the team to accelerate impact across communities and networks that increase educational attainment.

Key Functions & Responsibilities

Project & Event Management (30%)

- Create and maintain comprehensive project documentation across multiple complex projects.
- Support the planning and implementation of in-person network-wide and regional events, including topic-based convenings, workshops, and statewide convenings by booking spaces and managing vendors, itineraries, materials and other details. Ensure events are executed within budget.
- Establish and maintain relationships with third parties/vendors.
- Support the management and execution of virtual offerings such as webinars, role alikes and the online engagement in continued learning on the selected project management platform (current platform is Participate), including the implementation, project schedule and work plan.
- Oversee event participation, including event registrations, network member applications, travel stipends and all pre-and post communication with attendees.
- Make recommendations for procedures, policies and practices related to project management.

Contact, Resource and Tool Management (20%)

- Streamline and maintain an integrated database of contacts across and within projects in a variety of platforms supporting development, communications, and local collaboratives.
- Maintain and disseminate newly released resources and research available to support the regional team and/or networks run by myFutureNC.
- Conduct research and information gathering as needed to support the needs of the regional impact team.

Communications and Special Projects (20%)

- Provide ongoing support to the myFutureNC team for presentations, written communications, board meeting management, monthly/annual reports, and data analysis.

- Provide additional support for organization’s programmatic activities as needed.

Data Tracking (15%)

- Identify and execute on ways to measure impact of program offerings.
- Track participation data and analyze what offerings each network member is participating in and its impact on organizational and network goals.
- Gather feedback on events (through participant surveys and interviews) to identify opportunities to improve offerings and define network needs that myFutureNC can address/support.

Grant Management (15%)

- Support the grant administration for various funders, including organizing the grant proposal process, tracking progress in quarterly/year-end reports, preparing reports for organizational leaders and funders, and monitoring budgets.

Position Competencies, Compensation and Travel

Education	Bachelor’s Degree in appropriate field of study or equivalent work experience.
Experience	Minimum of 3 years experience in project management or related field.
Skills	Demonstrated ability to build relationships with a wide variety of stakeholder groups Proven working experience in project management Excellent client-facing and internal communications skills Solid organizational skills, including attention to detail and multitasking skills Strong working knowledge of Microsoft Office, Google Suite; experience various mass messaging communication and contact management tools (ex: Mailchimp, Wordpress) and a learning management system preferred Demonstrated ability to plan and execute a project Experience tracking and analyzing data Process improvement experience Experience gathering qualitative data Desire to do meaningful work to support every learner’s success Ability to travel to in-person events sponsored by myFutureNC
Compensation	Full-time position with salary commensurate with relative experience. Benefits competitive with public and private industry including but not limited to health and savings plans. 40 hours per week.
Travel	This position requires some travel for planning and in-person events.
Apply	Interested applicants should send resume and cover letter to: office@myfuturenc.org

About myFutureNC

myFutureNC is a statewide nonprofit organization which promotes a shared vision for an education-through-workforce continuum across North Carolina (from early childhood through adulthood) and aligns and coordinates local, regional, and state actions that will dramatically increase attainment of valuable credentials and postsecondary degrees. Our work is guided by meeting or exceeding a goal of at least two million North Carolinians by 2030 with valuable, high-quality credentials and postsecondary degrees that will lead to a stronger, more competitive, and prosperous North Carolina.