Position: Program Manager

Posting Date: 7/27/2023

Reports to: Director of Community Programs

Hiring Range: $55,000 to $65,000

BACKGROUND
Blessings in a Backpack mobilizes communities, individuals, and resources to provide food on the weekends for school-aged children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2022-2023 school year, Blessings provided more than 3.3 million hunger-free weekends to children at over 1,100 program locations across the country.

POSITION SUMMARY
We seek a visionary program manager with a passion for innovation who thrives on interactions with people and processes. Reporting to the director of community programs, this entry-level position manages a portfolio of volunteer-led programs by fostering strong relationships with volunteers and community partners. This position is responsible for providing leadership and effective oversight of program locations. The program manager supports volunteers with developing program goals, annual budgets, and fundraising plans to sustain and grow their programs. The Blessings growth model goal is to provide weekend nutrition to every eligible child in the school and the local school district.

This is a fully remote, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES
With a focus on building sustainable programs and program implementation in partnership with volunteers, this role will:

- Develop a monthly communication plan with volunteers to monitor and track progress toward achieving goals
- Serve as an advisor to coach volunteers in managing their programs while utilizing organizational best practices and department guidelines
- Develop annual programmatic and fundraising plans for volunteer-led programs
- Monitor fund balances for revenue and expenses to ensure programs operate within established guidelines
- Utilize Blackbaud, a customer relationship management tool, to create records and maintain programmatic and relationship data
- Work effectively within the community program team to achieve organizational goals and objectives
- Participate as a member of the shared solutions cross-departmental team
BASIC QUALIFICATIONS AND SKILLS
• Bachelor’s degree, preferred, applicable post-secondary education and/or relevant experience in volunteer management, human services, and/or education related fields
• Demonstrated ability to collaborate successfully in a business environment with individuals such as volunteers, staff, and community partners to foster a commitment to a team approach and resolve conflict
• Demonstrated excellence in organizational and communication skills, both written and verbal
• Innovative, strategic thinker, and ability to solve problems and meet deadlines
• Adapt to changing circumstances in a fluid environment while maintaining a service-oriented approach to solving challenges
• Demonstrated success in building professional/personal connections remotely
• Ability to cultivate business relationships and build community partnerships
• Exercise good judgement and maintain the confidentiality of sensitive information
• Proficiency in Microsoft Office Suite (Word, Excel, Teams, etc.)
• Sound judgment, professionalism, and a positive attitude
• Resourcefulness, creativity, and strong problem-solving skills
• Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality.
• Passion for the mission to impact the lives of food-insecure children in a fast-paced, entrepreneurial environment.

ADDITIONAL BASIC REQUIREMENTS
• Personal car transportation (mileage is reimbursed per IRS rules)
• Valid driver's license
• Ability to travel locally as needed and nationally by airplane 1-2 times a year

BENEFITS
Medical Insurance, Dental Insurance, Vision Insurance, Paid Time Off (PTO), Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan.

Interested individuals should send cover letter and resume to jennyscherer@blessingsinabackpack.org

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