



Job Announcement

JOB TITLE: Program Manager

FUNCTIONAL AREA: Administration

REPORTS TO: Chief Executive Officer

GRADE: Exempt

POSITION SUMMARY:

The Program Manager is responsible for all programmatic areas assigned. This includes managing and assuring all contractual deliverables and other requirements are completed in a timely manner, serves as main communicator with project officers, provides daily financial approval and oversight, writes quarterly and other reports as required, supervises subordinate staff. The Program Manager reports to and works closely with the CEO and CFO. In addition, s/he partners closely with all senior leadership and board of directors as necessary to develop and implement key strategies across the organization. The Program Manager oversees and assures all necessary grant and funding compliance as described in approved Prevention Services project plans. S/he must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace with strong ability to plan effectively for program implementation.

MAJOR FUNCTIONS:

Management

- Oversee planning and ensure planned activities will receive the stated outcomes of the project
- Oversee project needs including project funding, staffing, professional development and support activity
- Assure all organization financial, travel, human resources and policies are adhered to appropriately and in a timely manner
- Develop and utilize forward-looking programs and program improvement systems to create strong, long-lasting projects for the Center
- Provide input into improving agency operations and business plans
- Provide staff supervision skills

Planning, Policy

- Monitor and approve budget requests by program staff, following all organizational and funding policies
- Assist in providing data and information for proposal writing
- Serve as a member of the management team, assisting and collaborating with the board of directors to develop short-, medium-, and long-term plan
- Represent the company professionally at all meetings and to partners, foundation executives, public officials, etc.

- Remain up to date on best practices various fields including Drug and Alcohol Prevention, Suicide Prevention and others, including knowledge on state and federal law regarding nonprofit operations and funding requirements

Administration

- Oversee evaluation activity including data collection, databases and data entry, assuring consistency in data as required
- Ensure implementation of funding and project plans occur with attention to detail, timeliness, accuracy, and usefulness for management reporting for federal and state funders, foundations, and PIC's board of directors; participate in the preparation of documents for reporting both on a monthly, quarterly and annual system
- Coordinate activities and serve as lead communicator for agency project evaluators
- Provide strategic and technical planning to meet the organization's objectives.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree plus eight years of management experience or any equivalent combination of degree plus experience

PREFERRED QUALIFICATIONS

- Master's Degree in Human Service Field plus four years management experience preferred
- Knowledge of drug and alcohol prevention, suicide prevention, community building, knowledge of the American Indian community practices

WORK EXPERIENCE/SKILLS REQUIREMENT:

The Project Manager will be a seasoned and mature leader with at least four years high-level management experience, ideally well-organized with a strong ability to manage several funding sources/contracts simultaneously, providing skilled grants management tasks including staff supervisions, planning and objective management. This experience should also include understanding of program evaluation, use of data to continually improve program and internal processes resulting in an actionable recommendation to senior leadership. S/he will ideally have experience creating strong programming and processes for a complex nonprofit with multiple funding sources including government (federal and state contracts), foundation and an affiliates structure with diverse program areas.

The Program Manager will have the following experience and attributes:

- At least 6 years successful experience as a Program Manager or equivalent, preferably in a non-profit organization with a budget of a minimum of \$2 million.
- Management experience preferred
- Experience in a senior management role, partnering 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 and grant seeking, compliance, and reporting
- Strong supervisory 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
- Experience in working with the American Indian population preferred
- Excellent knowledge of MS Office skills including excel and access

ADDITIONAL REQUIREMENTS:

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

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 resume and supplemental information form.

CLOSING DATE: *Hiring Immediately - Open Until Filled*

TO APPLY:

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

- Submit application packet by mail or email to:
 - Mail: Personnel Office | 4520 N Central Ave. Ste. 250 | Phoenix, AZ 85012
 - Email application packet to: cortiz@phxindcenter.org
- A complete application packet is a Cover Letter, Resume and Supplemental Information form (which can be downloaded from www.phxindcenter.org, Contact Us tab, Phoenix Indian Center Job Openings)
- For further information contact 602.264.6768 ext. 2103