



PROGRAM MANAGER JOB DESCRIPTION

Position Title:	Program Manager
Category/FLSA Status:	Full-time, Exempt
Supervisor:	Senior Program Director
Supervises:	Program Coordinators, Program Facilitators and indirectly Interns, and Volunteers
Office Location:	304 E. Vickery Blvd., Fort Worth 76104

Girls Inc of Tarrant County is a group of professionals dedicated to inspiring girls to be strong, smart, and bold. We work in the community, schools in Arlington, Fort Worth, Crowley and throughout the metroplex to deliver our evidence based comprehensive girls only programs for all who identify as girls.

Position Summary:

The Program Manager is responsible for managing program development, program fidelity, and reporting, as well as the supervision of 2-4 Program Directors and/or Program Facilitators directly, in addition to interns and volunteers indirectly in their assigned program area. Individual must have strong leadership skills to lead team to goal completion, program success, and staff development. External community & relationship building needed. Traveling to sites frequently to build relationships, expand partnerships and grow program quality is required.

Essential Duties and Responsibilities To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

Program Leadership:

- Lead a team of full-time exempt professionals in administering agency approved programs with quality and fidelity.
- Must be able to manage projects, lead productive 1:1 team meetings, interview, hire and on-board team members.
- Ensure program deliverables are met according to funding requirements and agency strategic goals are reached and holds team accountable.
- Lead the team in exploring students' evolving interests and developmental needs to stay informed of trends. Assess programs periodically to ensure relevancy.
- Utilize agency resources to develop and coordinate effective programs in schools & community.
- Promote interest and enthusiasm with school and community personnel for Girls Inc. program: present agency programs to interested individuals and groups.
- Initiate and cooperate in inter-agency collaborative efforts; serve as an advocate for participants-with data/evaluation team, development, school district leadership and other stakeholders
- Ensure team meet deadlines, exceed goals, grow programs, and maintain strong external & internal relationships.
- Oversee National initiatives and pilot programs. Identify project leads in congruence with participant needs and interests.
- Partner with Development Department to ensure that programs and services are being delivered according to donor intent and client and community needs.
- Facilitate public speaking engagements at assigned sites and community events.

Staff & Volunteer Supervision:

- Hire, train, coach and evaluate assigned Program Directors, Program Facilitators, interns, and volunteers.
- Utilize volunteers/interns in program delivery; ensure volunteers receive appropriate training; assess and recognize volunteers' efforts.

- Encourage staff and volunteers to be creative and innovative; inspire and motivate them to explore new and different approaches to keep programs flexible and responsive.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings, town halls, conferences, and 1:1's with supervisor & direct reports; work collaboratively with team to meet goals.
- Participate in fundraising, volunteer engagements, and agencywide events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- Bachelor's degree with courses in social work, education, psychology, and/or sociology; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Work experience in youth services or related field, which includes some experience in supervision, administration, curriculum and program development, and community relations.
- Skill in working with diverse clients, staff, and communities.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Ability to work some evenings and weekends and 5% out-of-state travel.
- Ability to enhance staff skill set in program planning, problem solving, and decision-making.
- Knowledge on implementing diversity, equity, and inclusion best practices.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants, parents, families, and professionals. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Salary Range: \$45,000-\$50,000 based upon skills, and experience.

Employee Name (Please Print)

Employee Signature

Date