

JOB DESCRIPTION: Program Manager



The Program Manager is responsible for implementation of Rain of Hope youth programs designed to further Rain of Hope's mission. Key responsibilities include: develop ongoing programming, evaluate success and area for improvement; enhance data collection, evaluation, and reporting strategies for programs; coordinate findings with staff.

General Function

Design, develop and implement programs, activities and events for participants and prospective participants.

REPORTS TO: Program Development Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct Program Planning

- Work with Director to identify program needs
- Work with Director develop long range plans, programs and strategies
- Monitor programs and services to ensure they meet stated goals
- Assist with program evaluations and updates to programs and services
- Act as a resource about program development and initiatives
- Work with Director to collect and analyze information and data for an annual report
- Prepare briefing notes, reports and presentations as required
- Provide advice to senior team concerning relevant issues

2. Research and develop programs

- Work with Director to review existing programs and adapt existing programs as required
- Design program components as needed
- Make recommendations about adapting programs to meet unique needs
- Research training needs and options for both internal and external program instructors

3. Administer programs

- Work with Director to develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs
- Prepare and distribute program information and opportunities
- Assist with proposal preparations as related to individual programs and monitor proposal requirements are being met
- Provide feedback on budgets for individual programs
- Work collaboratively with the senior management team to integrate cross program activities and functions

4. General support & administration

- Support fundraising activities for individual programs and organization
- Attend monthly staff meetings with senior management team

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Job Qualifications:

- Bachelor's degree, Master's preferred, with a minimum of two (2) years of relevant work, preferably in school or community center setting
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives, and manage a budget
- Skills to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs
- Knowledge of the research and practical experience, with recommended approaches, regarding mentoring programs and methods of assisting students to improve academic and personal skills.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Rain of Hope's mission and commitment to working collaboratively with a management team of senior professionals
- Extensive experience working with youth, particularly high/at-risk populations.
- Knowledge of state and local agencies and organizations participating in prevention activities and programs.
- Interpersonal skills to work cooperatively and effectively with individuals and groups.
- Ability to effectively transmit knowledge and skills to staff, including volunteers (youth and adults).
- Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint) and an understanding of accessing resources via world-wide web.
- Solid judgment and apparent leadership skills
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities

ABOUT RAIN OF HOPE

Rain of Hope, Inc. is a Connecticut based tax-exempt nonprofit organization that teaches individuals to care and nurture the world around them, empower them to understand complex issues facing our community and environment, and work together to help solve problems. The simple lessons of compassion and problem solving will develop strong fundamental skills, teaching individuals that they have the power to shape their community.

For more information, email info@rainofhope.org.