



## **PROGRAMS MANAGER ROLE DESCRIPTION**

Sims-Fayola Foundation is a 501(c)3 organization whose mission is to improve the life outcomes of young men and boys of color and increase the capacity of those who work with them to provide their services through an equity- and gender-specific lens.

### ***Job Purpose***

The Programs Manager oversees the coordination and administration of all aspects of all ongoing programs for the Sims-Fayola Foundation, including planning, organizing, staffing, training, leading, and planning program activities.

### ***Responsibilities***

Under immediate direction and guidance of the CEO, the Programs Manager will be responsible for:

1. The efficient and effective management and implementation of all youth programming (EAYD, Fayola Man Career Academy, & Summer Academy) of the Sims-Fayola Foundation to include:
  - a. Program budget management
  - b. Weekly check-ins with CEO
  - c. Accurate timesheet submission of Empowerment Coaches
  - d. Summer Academy planning and implementation
2. Recruitment of new schools for EAYD
3. Provide onboarding and evaluation of empowerment coaches.
4. Develop new programming with input from CEO or Executive Director.
5. Vet potential programming from other CBOs as potential complimentary programming.
6. Provide a bi-weekly news insert for our internal newsletter.
7. Attend relevant professional development opportunities as directed by CEO or Executive Director.
8. Scheduling and planning for special events related to programs exposure (community tables, etc.)
9. Assist in developing grant applications or proposals by providing any requested program information.
10. Work in the field doing program observations one day each week.
11. Other duties assigned by the CEO or Executive Director.

### ***Responsibility Supports***

In support of these responsibilities and duties, the Programs Manager will utilize Microsoft Office products; prepare spreadsheets with data interpretation; performs related duties in support of our program efforts (e.g., design, monitoring, data extraction, research, and reporting) in areas of performance monitoring, outcomes and compliance with program policies and rules; provide support with project meetings (schedule project meetings, assist with project documentation, document meeting minutes, and project action/task items); create/analyze process workflows to increase efficiency with cross-functional departments; communicate project requirements; analyzing data trends, creating reports; supports project and initiative alignment efforts with the Sims-Fayola Foundation's vision, mission, and goals; creates and maintains files; drafts Programs Manager correspondence to the CEO and other team members; performs general and clerical duties as assigned.

### ***Major Worker Characteristics***

Knowledge of: Microsoft products (Word, Access, Excel, PowerPoint, etc.),

Skill in: personal computers and laptops; creative thinking and conceptualization; messaging, good verbal and written communication skills. Ability to: carry out simple instructions; deal with abstract but mostly concrete variables; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data; arrange items in numerical or alphabetical order; collect, collate and classify information about data, people and things.

### ***Personal Characteristics***

The Programs Manager should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that your own behavior and the behavior of others are consistent with these standards and align with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals.
- **Communicate Effectively:** Speak, listen and write thoroughly and timely using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve the organization's operations and create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the organization's best interest.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the organization's best interests.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations and resolve the problem.

### **Experience**

- At least two years of proven experience as a Programs Manager or related position.

### **Working Conditions**

- Office environment, but the organization's mission may sometimes take you to non-standard workplaces.
- The programs Manager may be required to work some evenings and weekends to monitor program activities.
- School classrooms during field day.

### **Compensation**

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for SFF, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

- \$65,000-\$70,000 based on experience and qualifications, including group health insurance