The WorkPlace
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JOB OPENING

Job Title: **PROGRAM MANAGER: Re-Entry**
Department: Operations
Reports To: VP Re-Entry Programs
Classification: Exempt

SUMMARY

The Program Manager will oversee and assume responsibility of the implementation of the grant funding over the term of the grant. Program Manager may have the authority to form a program team in accordance with the specific terms of the grant, specify roles and responsibilities of that team and purchase items within the budgetary constraints up to the limits set by the finance department. Program Manager must have the ability to acquire a full understanding of the specific terms of the grant incorporating all aspects of program management, reporting and direct service provisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Manages and oversees the implementation and the successful delivery of public grant within the terms, regulations and guidelines set forth by the funder.
2. Works with senior management to obtain a comprehensive understanding of the grant and project design and deliverables.
3. Compiles and analyzes information and data regarding the grant(s)/project(s) administration and offers recommendations to improve service design and delivery.
4. Develops and recommends adjustments and corrective courses of action.
5. Acts a subject matter expert on the assigned grant and presents to stakeholders.
6. Assists in establishing methodologies for evaluating progress of grant achievements.
7. Assists in establishing project benchmarking and methods for continuous improvement.
8. Engages program partners, including employers and vendors.
9. Comprehends parameters, initiates program evaluation and tracks performance of any vendors.
10. Assists with the development of effective protocols and procedures for engaging partners and vendors and provides ongoing technical assistance for all participants as required.
11. Responsible for managing the development of systems and program tools, including tools to engage program participants and employers.
12. Manages employer engagement strategies including coordination of employer convening's, in order to increase employer participation in grant/project to ensure project outcomes are aligned with employer expectations.
13. Develops, maintains, and coordinates a network of key internal and external stakeholder partnerships, as necessary to effectively manage and operate the grant.
14. Collaborates effectively with program team and senior management to track and analyze funding parameters and program deliverables specified by the funder; provides budget development, tracking, resource planning, and program promotional efforts.

15. Executes comprehensive project marketing and outreach plans in partnership with the WorkPlace's Marketing and Communications Department.
16. Acts as liaison with state and federal government entities, as required.
17. Prepares all necessary quantitative and qualitative progress reports as required by funding source as well as senior management.
18. Arranges, coordinates and provides technical assistance sessions for partners as needed.
19. Conducts research, collects and interprets data on model programs and best practices, and the feasibility of implementation.
20. Provides program documentation including data collection and report writing to support effective program evaluation and to assure timely reporting.
21. Provides follow-up with providers and contractors to ensure compliance. Identifies problems and implements corrective action.
22. Represents The WorkPlace on committees/task forces as assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and the direct supervision of the staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or six months to one year related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand and display proficiency in software such as Microsoft Word, Excel and PowerPoint. Ability to master funder's data reporting systems as required.

OTHER SKILLS AND ABILITIES

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

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To apply:
Submit Cover Letter and Resume to:
Lauren Kelman, Program Assistant, National Initiatives
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