



Women of Toledo is a nonprofit 501(c)3 that educates, engages, and empowers women and youth to keep moving forward. Using our 3E organizational model: Educating, Engaging, and Empowering, we create sustainable solutions that elevate the quality of life, and diversity while improving economic empowerment in the communities in which we live, work, play, and raise a family. How: Through the services and programs that fall into four distinct categories: Economic Empowerment Initiatives, Mentorship, Advocacy and Community.

The organization seeks a **Program Manager** who can oversee three major program areas with the support of the Program Associate and Directors while helping with the organization's expansion and development. We're currently searching for an experienced program manager with sharp organizational skills, a growth mindset, and a proven ability to strategize and implement high-level program initiatives. As a natural leader, this person should have a strong talent for program development, fundraising, grants monitoring, and program revenue coordination. Ultimately, the program manager should be motivated by a desire to optimize productivity and nurture program success from inception to completion with an understanding of the ROI for expansion. The Program Manager will also create an opportunity to bring new funders, supporters, partners, and sponsors to build sustainability of the organization's program services side along with the Managing Director.

Key Responsibilities:

Program & Service Management

- **Strategize and Implement Programs:** Develop and execute strategies using organizational tools like Microsoft Office, Google Suite (Meet, Calendar, Mail, Docs, Sheets), and Monday.com for task management and project tracking. Collaborate effectively with the team.
- **Develop Assessment Protocols:** Create and document program evaluation protocols, ensuring continuous improvement.
- **Maintain Standards:** Ensure that all programs meet quality and performance standards with proper documentation.
- **Oversee Program Associates:** Manage and support Program Associates, coordinating tasks and projects to achieve program goals.
- **Budget and Reporting Management:** Oversee program budgets and official reporting, ensuring financial efficiency and transparency.
- **Manage Risks:** Identify and address program risks in collaboration with the Managing Director and the task team.
- **Report to Stakeholders:** Analyze program performance and produce reports for internal stakeholders, including the task team and the Board of Directors, as well as external stakeholders like community partners.

Expansion & Development

- **Community Outreach:** Assist with community outreach efforts, tracking activities, and coordinating communications.



- **Collaborate with Teams:** Work closely with cross-functional teams, external partners, and vendors to develop new initiatives, including scope, deliverables, resources, budgets, and timelines.
- **Oversee Ambassador and HerHub Programs:** Manage and assist in the expansion and development of these key initiatives.
- **Sponsorship and Partnership Development:** Work closely with the Associate Director to attract new funders, supporters, and partners to support and sustain the organization's program services.

Qualifications:

- **Experience:** 5+ years in program or project management, with significant experience in stakeholder and budget management.
- **Skills:** Strong leadership, organizational, problem-solving, and time management skills.
- **Knowledge:** Understanding of digital marketing and change management principles.
- **Education:** Bachelor's degree in a related field (e.g., Education, Business Development, Nonprofit Management) or equivalent experience. A minimum of 3-5 years in project management, with experience in the nonprofit sector preferred.

COMPENSATION

A non-exempt employee with an annual salary starting at \$45,760.00.

*** (Average of \$22/hr of 40 hours work week at 52 weeks yearly)*

This is a full-time position with a competitive salary. The expectation is to maintain a few evening and weekend hours as needed (per the program schedule).

Interested applicants should email their cover letter, resumé, and references in PDF format to <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

Equal Opportunity Employer: Women of Toledo do not discriminate based on race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status, or veteran status.