



Women of Toledo is a nonprofit 501c3 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, Youth Services, Advocacy Forums, and Community.

The organization seeks a **Program Manager** who can oversee all program areas with the support of the Program Coordinators and Executive Director while helping with the organization's program operation. 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, coordination, delegation, and execution. Ultimately, the program manager should be motivated by a desire to optimize productivity and nurture program success from inception to completion. The Program Manager will also create an opportunity to bring new members, supporters, partners, and sponsors to build sustainability of the organization's program services side along with the Executive Director.

JOB DUTIES & RESPONSIBILITIES:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives.
- Develop program assessment protocols for evaluation and improvement.
- Maintain organizational standards of satisfaction, quality, and performance.
- Oversee multiple Program Coordinators, ensuring program goals are reached.
- Manage budget and funding channels for maximum productivity.
- Manage and assist with Community Outreach.
- Work closely with the Development Manager for partnership and sponsorship, cross-functional teams, and assigned project managers to develop the scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Identify key requirements for cross-functional teams and external vendors/supplies.
- Work with Executive Director and Operation Manager (team) to identify risks and opportunities across multiple programs within the organization.
- Analyze, evaluate, and overcome program risks, and produce program reports for stakeholders and Board Directors.

Required skills and qualifications.

- Five or more years of experience in an upper-management role, preferably in program or project management.
- Exceptional skills in leadership, time management, facilitation, and organization



- Experience in managing stakeholders.
- Working knowledge of digital marketing
- Outstanding knowledge of change management principles and performance evaluation processes

QUALIFICATIONS:

- A bachelor's degree in a related field of studies, such as Education, Business Development, or Nonprofit Management, or equivalent experience
- A minimum of 3-5 years of professional experience in project management that includes significant hands-on work in multi-faceted planning.
- At least two years of experience in the nonprofit field and working with diverse groups.
- Prior success working closely and building relationships with diverse groups of people, including stakeholders, staff, partners, and investors.
- Prior experience developing and managing budgets.
- Proven ability to problem-solve, prioritize, and multi-task, with an acknowledged track record of achieving results.
- Demonstrated ability to work calmly and effectively under pressure.
- Demonstrated ability to manage multiple activities at once and manage the time accordingly.

COMPENSATION

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

** (Average of 40 hours work week at 52 weeks yearly)

This is a full-time position that includes a competitive salary with an expectation 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 form at <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER:

WOT will not discriminate against any applicant or employee regarding any term or condition of employment because of race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status or veteran status.