



Program Manager – Change Systems

About the National Fund for Workforce Solutions

The National Fund for Workforce Solutions invests in a dynamic national network of 30+ communities taking a demand-driven, evidence-based approach to workforce development. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at www.NationalFund.org.

About the Position

The Program Manager will support the [change systems solution](#). Specifically, the Program Manager will manage projects, develop workplans, engage stakeholders, facilitate meetings, track budgets, and supervise reporting. The Program Manager will manage grants to partners in our network and provide technical assistance to grantees and the broader National Fund network, including peer learning activities and development of tools.

The ideal candidate will recognize the power of systems thinking and systems change strategies and be fluent in the public, private, and nonprofit sectors engaged in workforce development. They will have a demonstrated ability leading or working within systems change initiatives that address complex problems related to workforce development and the labor market. The main responsibilities will include working with regional partners to implement grant-funded systems change initiatives focused on improving workforce outcomes, including but not limited to providing technical assistance and coaching, demonstrating how to address complex problems using various tools (e.g. stakeholder mapping), and ensuring grant objectives and deliverables are met. The capacity to engage individuals from diverse backgrounds and a strong commitment to racial equity and inclusion are required.

Reports to: Program Director, Systems Change

Essential Duties and Responsibilities

Program Management

- Assist Director of Systems Change in meeting strategic objectives and deliverables of systems change initiatives, including coordination of peer learning and technical assistance activities, contributing content to technical assistance resources and tools
- Apply systems thinking and strategic thinking to program development that is forward looking to enable the National Fund to be a thought leader in the field
- Responsible for planning, coordinating, and overseeing grantee activities

- Oversee development of deliverables, idea production and coordinate evaluation activities.
- Support and execute outreach and logistics for peer learning activities, webinars, conference calls, meetings, conferences, special events and other activities
- Work directly with the Operations staff to process contracts and payments and responsible for overseeing the management of contracts
- Work directly with the Communications team to provide timely and informative information for quarterly newsletter, social media postings, media opportunities and other communications items as needed.

Qualifications

Skills

- Strong project planning and management skills including workplan development, stakeholder engagement and communication, meeting facilitation and logistics, and reporting and budgeting
- Ability to work both independently and collaboratively as part of a team, including remote staff, on multiple projects and tasks in a fast-paced environment.
- Proactive problem solver with capacity to identify and implement strategies to address both simple and complex issues
- Excellent attention to detail, organizational skills and ability to juggle competing priorities
- Ability to adapt strategies and engage in continuous learning
- Strong communicator with the ability to express ideas clearly and concisely in various formats (social media, blogs, bylines, presentations, grant proposals, reports, etc.)
- Proficiency in using social media platforms to advance project goals and market National Fund solutions
- Proficiency in use of the Internet and level of comfort with use of various online platforms and tools
- Proficiency with Microsoft software (Excel, Word, Outlook, PowerPoint, etc.) and willingness to use a Macintosh platform
- Demonstrated commitment to racial, social, and economic justice

Education and Experience

- Post-secondary degree preferred
- Minimum of 3-4 years' experience in a related field, with direct experience in systems change initiatives
- Experience leading projects, project planning and grant management
- Experience facilitating online and in-person meetings

Work Environment

- Location: Washington, DC (currently, all National Fund staff are working remotely due to the COVID-19 pandemic. This position will be based in DC once the office reopens).

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings.
- Job will include being in an office environment as well as remote and will require travel for events and meetings as needed (approximately 6 times per year).

Benefits

Salary Range: \$65,000-\$95,000 (Dependent on Experience)

Healthcare covered at 90% for employees and dependents; vision and dental covered at 80% for employees and dependents, 401k (with 3% non-elective employer contribution), paid-time off including holidays, vacation and sick days, commuter benefits, and more.

Application Process

Interested applicants should send a resume, cover letter, and writing sample in **one PDF** or Word document to Elicia Wilson, Chief Operations Officer, ewilson@nationalfund.org. Applicants may be asked for additional materials or references as they advance through the interview process.

National Fund for Workforce Solutions is an Equal Opportunity Employer and is committed to diversity in its workforce. Diverse candidates are encouraged to apply.