



## Program Manager, Activate Employers

### Who We Are

The National Fund for Workforce Solutions invests in a dynamic national network of about 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](http://www.NationalFund.org).

**Reports To:** Director, Activate Employers

### What You'll Do

Want to help make the business world more just and create more good jobs for people who need them? As part of the Activate Employers team, this role would specifically focus on changing employer practices to improve the quality of jobs available to low-income workers in every sector. The National Fund and its community partners persuade and assist employers to embrace new policies and business models that result in more equitable and supportive workplaces. We apply a racial equity and inclusion (REI) lens to all we do and prioritize the needs of historically disadvantaged communities to maximize our social impact.

We seek a program manager with a passion for understanding what it takes to create workplaces that result in equitable outcomes. The ideal candidate has experience working directly with businesses on talent development and recruitment strategies or designing quality workplaces, and/or they have related academic or other applied experience in workforce development. The program manager must also possess exceptional project management and relational skills as they will be responsible for the day-to-day implementation of one or more programs. This may involve leading a cross-functional team, assigning and overseeing the execution of specific functions or phase of a project.

### Essential Responsibilities and Functions

- **Project management:** Plans, initiates, executes, monitors, and closes a project (or program) within the defined time and resource constraints by developing systematic ways to complete work, including dealing with future contingencies.
- **Program budget management.** Build, manage, and modify program budget (or contribute meaningfully to program budgets with some guidance from director).
- **Compliance/contract management:** Manage vendor contract and grant agreement creation, execution, financial performance/fund stewardship, deliverables, deadlines, contract terms, and conditions.
- **Research and analysis:** Research/mine data, organize data, analyze findings, forecast, and make decisions; problem solve based on findings; communicate and report information to appropriate parties.

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- **Oral and written presentations:** Deliver effective and engaging presentations to a variety of audiences using various mechanisms or tools. Draft documents, including reports, tools, blogs, and memos, that use appropriate grammar, punctuation, spelling, vocabulary, clarity based on the audience, message, and/or task.
- **Capacity building:** Conduct a variety of activities and create products to support employers, subgrantees, and other partners to expand their capacity to advance job quality. Lead meetings and workshops with the goal of fostering peer learning and identifying and elevating effective practices. Contribute to the development of a “good jobs” curriculum rooted in peer learning among both employers and coaches. Provide coaching to employers and partners on the implementation of job quality practices and projects.
- **Subject matter expertise.** Continually build knowledge of best and emerging job quality practices, methodologies, and efforts. Cultivate relationships with business leaders in one or more specific sectors to develop a deeper understanding of the challenges facing frontline workers and their employers. Share subject matter expertise with staff, networks, and employers.
- **Relationship management.** Ability to keep employees and customers engaged and motivated through effective communication, conflict management, and mutual respect and trust. Specific to this role, demonstrated ability to build and maintain positive working relationships with business leaders to solve workforce or workplace challenges.

### Who You Are

- **Problem solving:** Ability to correctly define a problem, determine the cause, identify, prioritize, and select an appropriate solution. Specific to this role, demonstrates interest in engaging the business community to become a greater force for social good.
- **Planning:** Identifies the sequence of tasks and the resources needed to achieve a goal and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions.
- **Conflict management:** Understands the inevitability of conflict and weighs into conflict with determination and tact.
- **Prioritization:** Ability to manage expectations of self and others and ability to prioritize tasks by importance and deadline. Discerns what is crucial from what is just urgent. Adjusts priorities as situations change
- **Initiative:** Ability to start activity without relying on direction for each task. Accurately assesses risks or problems, acts when needed, and asks questions when necessary.
- **Contribution to inclusive workplace relationships:** Identifies shared perspectives, challenges assumptions about self and others, and engages with people. Responds flexibly and positively in diverse group settings and acts within teams to mitigate the impact of systemic inequities.
- **Collaboration in diverse teams:** Communicates in ways that can be understood by all members of the team. Manages time to enable engagement and inclusion by team members and continuously seeks input from team members. Assumes shared responsibility within the team.

### Required Education and Experience

- Industry credential, associate degree, bachelor’s degree, or equivalent experience
- Minimum of 4-8 years’ experience in a related field. Specific to this role, ideal candidate has experience with business topics, business education or employer engagement. Prior

experience working a frontline job in a service, manufacturing, healthcare, agriculture, or other business is desirable.

- Experience leading projects, project planning, and grant management
- Experience facilitating online and in-person meetings
- Proficiency with Microsoft software (Excel, Word, Outlook, PowerPoint, etc.), program management tools (i.e., ASANA) and willingness to use a Macintosh platform
- Demonstrated commitment to racial, social, and economic justice

## What You Should Know

### Work Environment

- 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 around the country (at a minimum, 6 times per year).
- Washington, DC preferred. Remote candidates will be considered.
- Proof of COVID-19 vaccination required for all employees.

### Compensation and Benefits

- Salary range: \$65,000-\$95,000, depending on relevant experience.
- Excellent benefits package including healthcare, vision, and dental covered at 90% 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 submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

*The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.*