



Program Manager, Worker Success

Who We Are

The National Fund for Workforce Solutions envisions an equitable future where all workers have the resources required to thrive, race does not dictate employment outcomes, and all jobs are good jobs. We are a recognized leader in establishing and scaling effective strategies that foster racial equity in the workforce to help communities thrive. Our dynamic national network is comprised of more than 30 regional workforce collaboratives that convene cross-sector stakeholders and align resources toward collective action for greater impact. Our four solutions — activating employers to make jobs better, equipping workers for success, changing systems for improved outcomes, and co-investing for impact — are how we work to achieve our goals. Learn more at www.NationalFund.org.

What You'll Do

The Program Manager will manage several programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. This individual will assist in developing methods and procedures for implementing programs and coordinating program activities. The program manager reports to the Program Director, Worker Success and will be a valuable member of the [Equip Workers for Success](#) solution team, which is focused on transforming workforce and training systems to be more equitable, trauma-informed, and worker-centered.

Essential Responsibilities and Functions

- **Project management:** Plan, initiate, execute, monitor, and close a project (or program) within the defined time and resource constraints by developing systematic ways to complete work, including dealing with future contingencies within a team.
- **Stakeholder engagement:** Communicate with and coordinate relevant stakeholders to facilitate key activities related to specific project goals.
- **Program budget management:** Assist with program budgets, track program expenses, and process invoices for assigned contracts and deliverables, and, in some cases, provide input on program budgets.
- **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, and communicate/report information to appropriate parties
- **Present:** Deliver effective and engaging presentations to a variety of audiences using various mechanisms or tools.
- **Writing:** Draft documents (such as reports and memos) that use appropriate grammar, punctuation, spelling, vocabulary, and clarity based on the audience, message, and/or task.

Who You Are and Keys to Success

- **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.
- **Initiative:** Starts activity without relying on direction from others, accurately assesses risks or problems, takes action when needed, and asks questions when necessary.
- **Prioritization:** 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.
- **Relationship management:** Ability to keep employees and stakeholders engaged and motivated through effective communication, conflict management, and mutual respect and trust.
- **Problem solving:** Ability to correctly define a problem, determine the cause, and identify, prioritize, and select an appropriate solution.
- **Conflict management:** Understands the inevitability of conflict and weighs into conflict with determination and tact.
- **Contribute 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.
- **Collaborate 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, continuously seeks input from team members, and assumes shared responsibility within the team.

Required Education and Experience

- Industry credential, associate's degree, bachelor's degree, or equivalent experience.
- Minimum of 4-8 years' experience in a related field
- 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)
- 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.
- Work location is flexible. Travel will be required 6-10 times per year for National Fund staff events as well as programmatic work. 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, paid time off (including holidays, vacation, sick days and paid sabbatical), technology subsidy, 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.