

Program Manager – Family Support/Development

Star Legacy Foundation
Eden Prairie, MN 55344
Full-time

ROLE AND RESPONSIBILITIES: The Program Manager's primary responsibilities are to manage the Family Support programs and Development Operations of Star Legacy Foundation.

Specific activities may include, but are not limited to the following:

- Ensure that program activities operate within the policies and procedures of the organization
- Develop an annual budget and operating plan to support programming
- Ensure that the program operates within the approved budget
- Develop funding programs for the organization to ensure the continuous delivery of services
- Submit grant applications and manage grant funding received
- Monitor program activities and conduct program evaluations
- Ensure program staff members receive orientation and appropriate training
- Supervise program staff and contractors by providing direction, input and feedback
- In consultation with the Executive Director, recruit, interview and select well-qualified program staff
- Develop forms and records to document program activities
- Establish and grow relationships with the community to ensure sufficient resources and access to services
- Develop and implement long-term goals and objectives to achieve the organizational mission
- Create regular reports for the Executive Director, Board of Directors, and Stakeholders Other activities to support the mission and success of Star Legacy Foundation

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree or equivalent required
- 3-5 years management experience required
- Nonprofit experience preferred
- Development experience preferred
- Experience with perinatal bereavement preferred

PREFERRED SKILLS

- Ability to connect with people and establish working relationships
- Organized, responsible, and detail-oriented
- Understanding of and commitment to confidentiality
- Excellent verbal and written communication skills
- Committed to the mission of the Star Legacy Foundation
- Computer skills including Word, Excel, Google Drive, Neon
- Proven success with grant writing and fundraising
- Self-starter with the ability to work and meet objectives independently

SUPERVISOR: The Program Manager will report to the Executive Director.

Job Type: Full-time

Pay: TBD

Benefits: Paid time off, 8 Paid Holidays, QSHERA benefit program

Schedule: Monday to Friday but occasional special events/activities on weekends. Minimal travel.

Ability to commute/relocate: Eden Prairie, MN 55344: Reliably commute or planning to relocate before starting work (Required)