

WINGS OF HOPE

TITLE: **Programs Manager**

Reports to: Director of Programs and Evaluation

Prepared by: Angela Walleman angela.walleman@wingsofhope.ngo

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SUMMARY:

Wings of Hope is a nonprofit organization that changes and saves lives through the power of aviation. The Programs Manager will manage Wings of Hope's youth education and experience programs and is responsible for improving sustainability of global programs by advancing fundraising and impact initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Embraces the mission, vision and culture statement of the organization;
- Lead the Soar into STEM program and coordinate marketing efforts and logistical support, while remaining faithful to developed curriculum;
- Supports STEM Lead Teacher to provide excellent program experience;
- Procures mentors for the STEM program
- Manages Wings of Hope's Youth Internship and Summer Camp programs;
- Implements Wings of Hope's education outreach program, including K-12 school visits and tours;
- Attends outreach events at partner institutions;
- Responsible for marketing educational activities and opportunities;
- Deepens methods of impact evaluation in collaboration with Director of Programs, with responsibility for data collection;
- Compiles and transitions data into dashboards and other developed reports;
- Collaborates with development team to improve funding opportunities by supporting case statement development, grant reports, and fundraising campaigns;
- Acts as the liaison for the Young Ambassadors program;
- Manages fundraising events in collaboration with the Young Ambassadors;
- Ensures implementation of Wings of Hope policies and procedures;
- Supports other program projects as necessary.

EDUCATION AND EXPERIENCE:

- BA required
- Three to five years relevant nonprofit experience
- Experience in program evaluation, qualitative and quantitative data collection, and survey development
- Detail-oriented, efficient, with excellent time-management
- Experience in event planning and outreach
- Experience managing and cultivating volunteers

KNOWLEDGE, SKILLS, AND ABILITIES:

- Cross-cultural communication skills and sensitivity to cultural difference
- Outstanding oral and written communication skills
- Strong project management skills
- Proficient in MS Office, databases and social media technologies
- Preference for candidates skilled in building dashboards or other interactive visual representations of data

COMPENSATION:

The Programs Manager position is a full-time, exempt, salaried position reporting directly to the Director of Programs and Evaluation. Salary range is \$45,000.00 - \$55,000.00. Benefits are offered.

TO APPLY:

Please send cover letter and resume via email to Angela Walleman, Director of Human Resources at angela.walleman@wingsofhope.ngo. Please put "Programs Manager Search" in the subject line. Interviews to begin in January 2021.

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