



PROGRAM MANAGER

NCNW is a national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev.

Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit www.ncnw.org.

To apply send your resume and cover letter to jobs@ncnw.org

JOB SUMMARY

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the program management and project coordination duties of the organization. Under the direction of the VP of Programs, this position is primarily responsible for providing managerial support with the ongoing development of the core programs of NCNW. The salary range for this position is \$65,000-\$75,000.

RESPONSIBILITIES

- Organize daily program activities according to the business objectives and goals for each project
- Assess new initiatives to support the organization's strategies
- Identify and use appropriate metrics and KPIs to effectively track project/program success
- Collaborate with project teams and the internal finance team to develop budgets and plans for programs and initiatives
- Evaluate and address the programs' risks, strengths, and weaknesses
- Monitor projects' progress and oversee project managers, ensuring that schedules, budgets, and overall goals are met
- Organize and lead meetings with all stakeholders to communicate program status and remedy any issues

MINIMUM ACCEPTABLE QUALIFICATIONS

- Bachelor's Degree
- Four to five years of related experience.
- Ability to perform responsible administrative functions.
- Good communication and interpersonal skills
- Demonstrated ability to work independently and exercise sound judgment.
- Project Management Certificate preferred, but not required.

ADDITIONAL QUALIFICATIONS:

Knowledge of federal, state, and local public social services programs and supporting legislation; operations of local government; budget preparation; principles and practices of performance measurement and process improvement; public relations, community needs, and resources; goals and objectives of employment and training programs; current developments in the fields of social services or other similar human services and their impact on the Department's programs; and should be proficient in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint, and Outlook.

Dr. Mary McLeod Bethune, Founder
Dr. Dorothy Irene Height, President Emerita

Shavon Arline-Bradley
President & CEO

Dr. A. Lois Keith, National Chair

Krystal Ramseur Ali, MPA
Chief Operating Officer

Contributions are tax deductible.