



Commitment. Unity. Self Reliance

633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

**PROGRAM MANAGER
POSITION DESCRIPTION**

SUPERVISOR: Director of Leadership Programs

SUPERVISES: None

FLSA STATUS: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 36 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. The National Council of Negro Women’s mission is to lead, advocate for, and empower women of African descent, their families, and communities.

We are seeking a highly motivated, experienced individual to take on the program management duties of the organization. Under the direction of the Director of Leadership Programs, the Program Manager will support the Bethune-Height Changemaker Pathways (BHCP).

PROGRAM SUMMARY

BHCP is an intentionally designed programmatic response to the systemic barriers and inequities that continue to stifle the maximized success of Black women and girls nationwide. NCNW’s rising changemakers are Black women and girls who are committed to walking in the footsteps of the heroines who came before them by first immersing themselves in BHCP programming to gain invaluable access and opportunity. Through BHCP, NCNW will empower Black women and girls to navigate systemic inequities and break barriers, in turn changing their trajectory.

NCNW’s efforts will cause a distinct ripple effect culminating in a cycle of community and impact. BHCP will foster community, one intentionally designed by and for Black women and girls, that will serve as a consistent source of guidance, inspiration, motivation, and support. Additionally, BHCP will fuel social impact by increasing the number of Black women who are effecting invaluable social change.

ESSENTIAL JOB FUNCTIONS

Essential job functions include, but are not limited to:

- **ADMINISTRATION:** Complete all administrative tasks including coordinating and scheduling in-person and virtual meetings; tracking and replying to inquiries; tracking budget, expenses, and reimbursements; coordinating and managing participant travel; vendor outreach and management; etc.
- **DESIGN** Assist with designing engaging and impactful, in-person and virtual, research-based programming that leverages interactive and experiential learning methodologies to connect theory to practice—including conferences, resources, site visits, and workshops.

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

Dr. A. Lois Keith
National Chair

Shavon Arline-Bradley
President & CEO

Contributions are tax deductible.

NCNW

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- **EXECUTION:** Assist with program execution including building community and fostering sisterhood, facilitating workshops, speaker preparation, supporting program participants, etc.
- **EVALUATION:** Assist with research, data collection and analysis, to inform program design, development, and impact—including designing surveys, facilitating focus groups, summarizing data analyses, craft data-driven recommendations, craft impact reports, etc.
- **LIAISON:** Serve as the primary point of contact for internal and external stakeholders—including coordination, creating resources (e.g., factsheets, FAQs, decks, etc.) cross-functional collaboration, outreach, etc.
- **MANAGEMENT:** Leverage project management tools to optimize program efficiency and impact, including—establishing systems and processes, setting and tracking project schedules and progress, etc.
- **PROMOTION:** Assist with crafting and executing creative and engaging tactics to amplify awareness to solicit interest from applicants and funders.

QUALIFICATIONS

- **CERTIFICATION:** PMP Certification, preferred.
- **EDUCATION:** Bachelor’s degree in an analytical and/or researched-based field, preferred.
- **EXPERIENCE:** At least four years of experience aligned with the Essential Job Functions.
- **SKILLS:** Communication coupled with emotional intelligence, community building, creativity and innovation, data collection and analysis, data-driven decision making, facilitation (meetings and workshops), managing competing deadlines//priorities, organization, problem solving, project//program management, research, stakeholder engagement, strategic partnerships, teaching//tutoring, time management, writing (briefs, long-form, and slide decks).

SALARY RANGE

\$60,000 - \$70,000

APPLICATION

To apply, please email the following to Jobs@ncnw.org for consideration—1) cover letter, 2) resume, 2) slide deck sample, **AND** 4) brief or long-form sample.