



Job Title: Program Manager

Supervisor: Executive Director

Employment Status: Full-time Exempt

Pay Rate: \$55,000 - \$65,000

Position Description

Impact on Education is a highly respected organization that provides critical resources to the students and educators in Boulder Valley's public schools. Building upon our strong Board and staff, we're looking to add one new talented and motivated professional to our staff team. As the Program Manager, you will oversee Impact on Education's programmatic investments and program evaluation, manage our volunteers, and work collaboratively with Boulder Valley School District staff and other partners. You will bring your organizational ability, strategic thinking, and project management skills to a mission-driven non-profit. This is a full-time position that reports to the Executive Director. Impact on Education's offices are located in Louisville, Colorado. Our staff works primarily in the office, but we have a flexible remote work policy.

About Impact on Education

Impact on Education is the foundation supporting Boulder Valley's public schools. Since 1983, we've been BVSD's support system, providing supplemental funding and resources to all 30,000 students and 4,000 educators in order to expand what's possible in education. Today, our wide-ranging programs work to close the achievement gaps in BVSD, address economic and learning barriers that curtail success, and increase equity among all students.

Our programs and other work focus on

- preparing children for kindergarten through early learning experiences,
- providing academic opportunity, supplemental instruction, and mental health support to all students, and
- preparing students for post-secondary success through college scholarships and career readiness opportunities.

Job Summary

We are a team of motivated and talented non-profit professionals who share a passion for educational equity and believe strongly in the potential of all students. We are committed to doing excellent work and giving our all to the students in this community. This is a unique opportunity for a proven and effective professional to join our team and grow our impact. Some of the key job objectives include:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives
- Develop program assessment protocols for evaluation and continuous improvement

- Maintain organizational standards of excellence
- Oversee multiple projects, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity

Daily and Monthly Responsibilities

- Work closely with BVSD project leaders, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new and existing initiatives
- Manage programs, project teams, and volunteers, and coordinate and delegate cross-project initiatives
- In partnership with Executive Director and Development Director, create and manage budget for projects and be accountable for delivering against established goals/objectives
- Work with Director of Development on grant applications and occasional meetings with funding partners
- Work with IOE team members to identify opportunities across multiple projects within the organization
- Work with Communications Director on program marketing and external communications
- Analyze, evaluate program risks, and produce program reports for funding partners and key stakeholders

Desired Qualifications & Skills

- An appreciation and passion for public education
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of K-12 public education systems and program evaluation
- Familiarity with Google Suite, Asana and other digital/program management communication tools
- Ability and interest in professional learning and growth, and desire to help Impact on Education continuously improve.

Education and Experience

- Bachelor's degree required
- 2+ years in a management role (preference given to those with program management experience)
- Experience working with non-profits, schools or mission-driven businesses
- Spanish language communication skills desirable

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times

Application Instructions

Qualified applicants are encouraged to submit their resume and a cover letter summarizing interest in the position and relevant skills and experience to info@impactoneducation.org. The position will remain open until filled. No phone calls please!