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## Program Manager – Innovation & Entrepreneurship

**Location:** Remote

**Position Type:** Full-Time

### About The EdVenture Group, Inc.

The EdVenture Group is an education nonprofit that works with educators, schools, and the communities they serve to build solutions for educational challenges through our core services of professional development, capacity building, and strategic consulting. Since 2001, EdVenture has secured over \$25 million in competitive funding to design, deliver, and manage an impressive portfolio of projects. The organization's current initiatives include family engagement, entrepreneurship education, prevention, career technical education, youth leadership, literacy, and after school efforts. For further information, visit [www.theedventuregroup.org](http://www.theedventuregroup.org).

### Position Overview:

The Program Manager at The EdVenture Group plays a pivotal role in overseeing and managing the execution of education programs aimed at supporting academic environments and enhancing outcomes for youth and local communities. The ideal candidate will be a highly motivated and organized individual with a passion for education and a proven track record in program management. This individual will work to advance The EdVenture Group's portfolio of projects in entrepreneurship and innovation, including support for the West Virginia Entrepreneurship Ecosystem and the West Virginia career and technical education entrepreneurship pathway.

### Key Responsibilities:

- Plan and develop programs, including collaborating with leadership on program objectives, strategies, project plans and timelines,
- Cultivate strategic partnerships,
- Implement programs, including managing program teams in all aspects of program delivery, monitoring program progress, and coordinating resources,
- Conducting outreach and dissemination, including preparation of reports, presentations and other material to communicate to key stakeholders ranging from project participants to funders,
- Act as a liason between the organization and external partners to ensure program alignment and effectiveness, representing the organization professionally in all interactions,
- Manage program budgets, including tracking expenses and ensuring fiscal responsibility,
- Seek and secure funding opportunities through grant writing and other sources,
- Report to the Director of Innovation weekly and as needed,
- Travel while maintaining project deliverables, including airline travel and overnight stays,

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- Ensure compliance with company policies and procedures, county, state, and federal regulations, and other identified requirements,
  - Represent the organization's best interest in all dealings,
  - Maintain a remote working environment that incorporates best practices for personal safety and organizational productivity,
  - Comply with The EdVenture Group, Inc. Personnel Policies, as amended,
  - Perform other duties as assigned by the Executive Leadership Team.

**Qualifications:**

1. Bachelor's degree in education, nonprofit management, entrepreneurship, workforce/community development, or a related field (Masters preferred),
2. Proven experience in program management within the education, nonprofit, or workforce/community development sectors,
3. Strong project management skills, including the ability to manage multiple projects simultaneously,
4. Prior experience and demonstrated success in grant writing and funding development,
5. Prior experience with training and facilitation,
6. Strong written communication skills, including demonstrated capabilities in professional writing,
7. Familiarity with educational best practices and trends.

**Qualities:**

1. Growth mindset and a love of learning, demonstrated through a commitment to individual and organizational growth,
2. Internal motivation and initiative,
3. Exceptional self-management and independent work skills,
4. Agility and flexibility to work effectively and productively in a learning-centric and dynamic work environment,
5. Relationship building and emotional intelligence skills,
6. Excellent communicator and active listener,
7. Customer-focused mindset, with the ability to anticipate emergent educational needs,
8. Passion for education and improving communities through education.

**Benefits:**

- Competitive salary commensurate with experience,
- Competitive benefits package including remote work environment, 40 hours PTO, 11 holidays, and accrued vacation
- Opportunities for professional development and growth in an environment that supports and advocates for the pursuit of individual passions in education,
- Collaborative and purpose-driven work environment



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**How to Apply:**

Interested candidates should submit their resume, a cover letter outlining their qualifications and interest in the position, and three professional references to Amber Ravenscroft, Director of Innovation, at [aravenscroft@edvgroup.org](mailto:aravenscroft@edvgroup.org) by September 30, 2023. Please include "Program Manager Application – [Your Name]" in the subject line.

The EdVenture Group, Inc. is an equal-opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.