

Program Manager

Position Type: Full-Time

Typical Hours: Monday – Friday, 8am – 5pm ET

Location: Remote

Travel: up to 10% domestic travel including overnight stays

Position Overview:

The Program Manager at the EdVenture Group is responsible for overseeing and managing the execution of educational programs designed to support academic environments and improve outcomes for youth and local communities. To be considered for this role, you must possess professional writing proficiency as well as strong time and program management abilities to effectively prioritize project tasks. The ideal candidate will be a highly motivated and organized individual with a passion for ideating solutions that solve educational problems. If you are interested in creating programs that help youth and communities thrive and are seeking a supportive and positive work environment, this is the perfect position for you.

Program Manager Key Responsibilities:

- Collaborate with leadership to plan and develop program objectives, strategies, project plans, timelines, and deliverables.
- Implement programs, including managing program teams, monitoring program progress, and coordinating resources.
- Conduct outreach and dissemination, including preparation of reports, presentations and other materials for key stakeholders.
- Cultivate strategic partnerships to ensure program alignment and effectiveness.
- Act as a liaison between The EdVenture Group and external partners, 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.
- Travel as needed, including occasional airline travel and overnight stays to support program delivery and maintain project deliverables.
- Ensure compliance with company policies and procedures, county, state, and federal regulations, and other identified requirements.
- Maintain a remote working environment that incorporates best practices for personal safety and organizational productivity and complies with company policies.

Program Manager Qualifications:

- Master's degree preferred
- Proven experience in program management, preferably in the education, nonprofit, workforce/community development, or similar industry sector.
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Prior experience in grant writing and funding development or professional communications.
- Prior experience with training and facilitation.
- Excellent communication, including strong writing skills.



Program Manager Qualities:

- Growth mindset and a love of learning.
- Internal motivation and initiative.
- Exceptional self-management and independent work skills.
- Agility and flexibility to work effectively and productively.
- Relationship building and emotional intelligence skills.
- Excellent communicator and active listener.
- Passion for education and improving communities through education.

Benefits:

- Salary: \$60,000-\$70,000, commensurate with experience.
- Remote work environment.
- Competitive benefits package.
- 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.

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 \$30 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.

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