

## San Diego Futures Foundation Job Description

**JOB TITLE:** Program Manager

### OVERVIEW

The Program Manager is responsible for the overall development, planning, implementation, evaluation and daily operations and improvement of program.

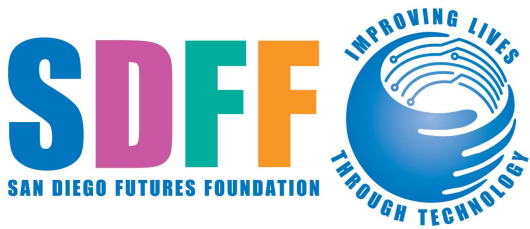
The Program Manager oversees planning, operations, and reporting of Program. Additionally, the key functions of this position is to manage the instructors and volunteers with specific objectives and timeline according to the logic models and deliverables expected under this program. The Program Manager will serve as the liaison to other partner and funding agencies to ensure that the program is being operated successfully.

### RESPONSIBILITIES

#### Program

- Oversees planning, organizing, supervising and reporting of Programs.
- Develop a marketing and recruitment strategy for students, mentors; conduct weekend workshops to gauge students interest.
- Oversee Coding Instructor.
- Develop work plan for coding program to show exactly what needs to be done during the course of the program in order to achieve the overall objectives of SDFF.
- Develop an admissions screening and assessment tool that includes application, interview and code challenges.
- Develop a 1:1 coding mentoring component.
- Secure internship, apprenticeship, and employment sites/partners.
- Secure/confirm youth development partners.
- Develop roadmap or practical guidelines for coding program implementation to facilitate the program implementation for the volunteers and instructors.
- Develop and maintain a system for tracking the progress of the program by using appropriate project management tools.
- Design and implement evaluation processes to assess the effectiveness of the program. Record and evaluate specific lessons learned and success stories of coding program.
- Plan partner meetings and identifying partnering agencies/site.
- Oversee the schedule and logistics of program.
- Develop and manage program budget to support program initiative.
- Coordinate with Human Resources Department on staffing and recruitment of volunteers and instructors for the coding program.





*We're your technology nonprofit!*

Computers, Digital Media Services, Training, IT Services, FREE E-Recycling

4283 El Cajon Blvd. Suite 220, San Diego, CA, 92105

Phone: 619-269-1684 | Fax: 619-269-3471 | TTY: 877-789-5832

[www.sdfutures.org](http://www.sdfutures.org) | [www.facebook.com/sdfutures](https://www.facebook.com/sdfutures)

- Conduct site visits to ensure partner agencies/sites are administering program in an effective manner.
- Develop and analyze statistical and progressive monthly reports providing information to the leadership team on program progress and outcomes.
- Communicate with Director of Operations on program challenges, budgeting and recruitment.
- Any other job duties assigned by supervisor.

## EXPERIENCE AND SKILLS

- Ability to manage and implement the program on time and on budget.
- Understand business concepts, standards and should be able to implement it.
- Ability to work under pressure and manage multi tasks at once.
- Experience and ability to establish and maintain effective working relationships with internal and external clients, colleagues, etc.
- Experience in project management and program development.
- Effective leadership skills to direct, control and implement the program efficiently.
- Knowledge of and ability to utilize current work processing, spreadsheets, database, email and internet software.
- Excellent communication (writing, listening and presentation skill).
- Experience working with government contractors or on government contracts a plus.
- Ability to develop, lead, motivate and supervise working teams.
- Ability to work independently and cooperatively with others.
- Results orientated focused on setting and achieving goals.
- Innovative and risk taking in work.
- Possess initiative and ability to make sound judgment calls and decisions.
- Excellent problem solving and decision-making skills.
- Excellent organization, and time management skills.
- Ability to work in a flexible results-based work environment.

## EDUCATION

- Bachelors' Degree in Nonprofit or Business Management or equivalent combination of experience and education.
- Project Management Certification is preferred.
- Industry recognized certification in computer technical training preferred but not required.
- Experience working in sales, marketing, and/or outreach.
- Current California Drivers' License and Automobile Insurance Policy.
- Reliable transportation.

## PHYSICAL JOB DESCRIPTION

The work environment is a typical air conditioned open style office with desks and retail space with low-to-moderate sound levels. The position requires the employee to work outside of the office and to interact with external clients throughout San Diego County. The Program Manager will be provided



with a Windows based PC, a telephone and office supplies to use for work related purposes. Physical tasks include typing and occasionally lifting small boxes less than 50lbs.

### TASKS AND TIME USE

Task Name	Description	% of Time Spent
Program Development	<p>Develop and design work plan, guidelines and strategies for the program.</p> <p>Develop assessment and evaluation tools to gauge the effectiveness of the program.</p> <p>Planning partner meetings and identifying partnering agencies/site. Develop and manage program budget to support program initiative.</p>	70%
Program Implementation and evaluation	<p>Provide sound leadership to direct, control and evaluate the program implementation in accordance with logic models to make sure SDFF achieves program objectives on time and on budget.</p> <p>Conduct site visits to ensure partner agencies/sites are administering program in an effective manner. Recruit and interview volunteer and students.</p>	25%
Operations	Enter timesheets and expenses, attend meetings and trainings.	5%

### REPORTING

The Program Manager reports to the Director of Operations, works in collaboration with Programs Department and works collaboratively with all SDFF staff.





*We're your technology nonprofit!*  
Computers, Digital Media Services, Training, IT Services, FREE E-Recycling  
4283 El Cajon Blvd. Suite 220, San Diego, CA, 92105  
Phone: 619-269-1684 | Fax: 619-269-3471 | TTY: 877-789-5832  
[www.sdfutures.org](http://www.sdfutures.org) | [www.facebook.com/sdfutures](https://www.facebook.com/sdfutures)

**TERMS**

Hours: 40 hours  
Classification: Exempt  
Annual Salary: based on experience

Benefits: Employee is eligible for health, dental, vision and Group Term Life Insurance benefits after 30 days of employment.

**I have read and understand the above job description. I also understand this is just a guideline to use when doing my job and not to be construed as a contract. I further understand, as an at-will employee I or SDFF can terminate this employment relationship for any reason. This position within SDFF is a grant funded position and may be terminated in the event of loss of funding.**

**By signing this job description I confirm that I am also capable of successfully performing the duties of this position as described. While this job description is intended to be an accurate reflection of the job requirements and accountabilities, SDFF management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Manager Signature

\_\_\_\_\_  
Date

