

ORGANIZATION: Causewave Community Partners

TITLE: Program Manager

REPORTS TO: Program Team Director

Candidates interested in part-time OR full-time work are invited to apply.



HOW CHANGE GETS GOING

It's an exciting time to join Causewave.

- Competitive pay and benefits package, including 100% coverage of single health and dental insurance
- Flexible work environment, including a hybrid work schedule—you choose where you do your best work each day
- Generous paid time off, including vacation, sick, and 16 paid holidays per year (includes 2 floating holidays to use whenever you want)
- Flexible employer contributions after one full year of employment for retirement, student loan repayment or other needs
- Personal professional development budget provided annually to pursue topics/opportunities of your choice (\$1,000 per employee)
- Annual cell phone stipend
- Free cookies every day (yes, you read that right!)
- Awesome colleagues and a culture where everyone's ideas matter
- Exciting, meaningful work: You'll be among our region's changemakers and know every day that your work is making a difference!



We are looking to bring on multiple Program Managers over the next few months to support current and upcoming projects with nonprofit organizations and coalitions across the region.

Program Managers play a critical role on our diverse team, supporting a wide variety of short and long-term projects that foster positive change within nonprofit organizations and the community. Program Managers collaborate with nonprofit partners, Causewave staff, and outside resources to accomplish shared goals.

That said, ***no Program Manager role looks the same***. This role is flexible in order to fulfill different interests/preferences of employees, including opportunities to manage *a limited number of large-scale, ongoing projects* OR *several smaller projects* at a time. We want to hear which sounds more like you when you apply.

What we're looking for in a Program Manager:

The Program Manager should have experience with and ability to:

- Independently plan and facilitate meetings with diverse groups.
- Be familiar with the key concepts of nonprofit management, for example: communications, fundraising, strategic planning, board development, HR and marketing.
- Execute project components, including marketing plans, research, and content development.
- Plan and coordinate events, including conferences, workshops, and outreach events.
- Participate in grassroots efforts, such as tabling and delivering outreach materials to community organizations/sites.
- Manage the involvement of external providers and vendors to deliver necessary project deliverables.
- Manage budgets and timelines to ensure quality outcomes within project scope.
- Support program team with coordination and logistics for programs as needed.
- Play an active role in building Causewave's important partnerships by participating in donor and client events and community presentations.
- Perform other duties as assigned in support of Causewave's mission.

Some other things to consider when evaluating if this role is right for you:

- **Passionate:** You should be someone who's looking to have an impact on a small number of clients/causes by spending a good portion of every week on the same few projects. You will find it fulfilling to establish expertise on a limited number of mission areas.
- **Organized:** You will have large projects on your plate, and will need to be great at planning, prioritization, process and: Getting. Stuff. Done.
- **Relationship builder:** You enjoy people and value building deep collaborative working relationships.
- **Team attitude:** We are all on the same team, and when one of us succeeds, we all do. That means you'll look for opportunities to pitch in on things that may not be in your job description—both big and small.

Preferred experience for the role:

- Minimum 4 years of professional experience, including **project management** responsibilities for some or all of that time
- A passion for causes related to **the environment, animal welfare and/or health** is preferred but not required
- Hands-on **marketing and/or fundraising** expertise a plus
- Excellent organizational skills and **attention to detail**
- Adept at managing multiple priorities
- Strong desire to make **the world a better place**
- Bachelor's degree **OR** equivalent experience

DON'T MEET EVERY SINGLE REQUIREMENT?

We still encourage you to apply! Studies show that women, non-binary applicants, and people of color are less likely to apply for jobs unless they meet every single qualification. However, at Causewave, our diverse backgrounds, perspectives, identities, and talents help us thrive.

How to apply:

We're excited for the future and the addition of another amazing team member to help us fulfill our vision. If you're excited too, apply at: info@causewave.org.

Submissions must include a resume AND either a cover letter or video submission (1-minute max).

The salary range for this role is \$46,000-\$59,000. This range is for illustrative purposes only, and salary offers are commensurate with experience.