

**Job Title**: Program Manager

**Reports To**: Executive Director

**Hourly Rate:** $24.00 - $26.00 DOE

**Position Type:** Part-time 10-12 hours per week

**Work Hours:** Flexible schedule within normal business hours M-F. Open to hybrid. Some occasional evenings and weekends. The Foundation is a separate entity from the Issaquah School District and operates year-round.

**Benefits:** Accrued/Earned PTO (Paid Time Off)

**Compensation Paid:** Monthly

**Performance Review:** Sixmonths from hire date; annually thereafter

**Exempt:** No

**Organization Summary**

The Issaquah Schools Foundation drives resources district-wide to help students reach the promise of their potential. We deliver on this mission by raising private support for school-based and community-collaborative programs that address student needs.

Established in 1987, the Issaquah Schools Foundation is a 501(c)(3) non-profit organization providing funding for 18,500 students within 26 schools. The Foundation is supported by 4,000 plus donors, communicating its message to over 14,000 District households, 3,000 District staff, individual and corporate donors, sponsors, local businesses, and residents of Issaquah, Sammamish, Bellevue, Renton, and Newcastle.

**Job Scope**

The Program Manager’s role is critical to the successful design, implementation and delivery of programs aimed at fulfilling the Foundation’s mission and vision. This managerial leadership role reports directly to the Executive Director and the Board of Trustees Programs Oversight Chair. Your ability to skillfully navigate the allocation of limited resources to support public school educational gaps requires you seek innovative and cost-effective efficiencies, building strong and long-term relationships amongst school administrators and other stakeholders. This role provides the opportunity to engage first-hand with school communities and leadership to identify unmet needs then work closely with the Foundation’s Board, Resource Development, and Marketing to help determine what type of funding and resources are essential to building relevant and sustainable programs. You ensure viability of programs via quantitative and qualitative data analysis using various metrics.

**Responsibilities:**

* Implement innovative programs, including idea development, execution for a diverse population, program promotion, tracking impact data, collaborating with fundraising team, and reporting to the board.
* Cultivate strong relationships with a broad range of stakeholders including district administration, community partners, and school leadership.
* Provide persuasive written materials and verbal presentations related to the Foundation and its’ programs.
* Programs budget oversight, tracking expenses for the annual program budget assuring that funds are expended as prescribed.
* Develop a system for program review and evaluation related to requests for funding and provide quantitative and qualitative data related to program impact.
* Manage grant process including development and/or annual review of application, updates within the grant software, promotion, education to grant applicants, evaluation coordination, and communication with recipients.
* Oversee program events including creating a timeline, ordering materials, communicating with partners, coordinating volunteers, and executing events.
* Develop Letter of Agreement with the school district, track & report status.
* Review monthly expenses from district invoices to assure funds are spent in accordance with Letter of Agreement.
* Facilitate a Teacher Advisory Task Force to obtain direct input from educators around what is most needed to support student learning.
* Provide program analysis and recommendations for improvements and ongoing management. Develop methods for more efficient and scalable support.
* Update programs information on Foundation website.
* Oversee the Ambassador Program as well as collaborative opportunities to work with the PTA/PTSAs.
* Collaborate with the Development Team, and Marketing & Communications to provide information about Foundation funded programs and their impact.
* Support the Board of trustees on strategies and growth potential for programs that support students.
* Provide program work updates each month for the board report and/or connection to mission presentation at the board meeting.
* Attending and contributing to all staff meetings and other gatherings as needed.

**Required Knowledge, Skills, and Abilities**

* Bachelor’s degree plus 3-5 years’ work experience in business, education, social services, or other related fields.
* Experience efficiently and effectively working on multiple multifaceted projects simultaneously.
* Experience working with diverse community members and organizations including in multi-sector collaborations.
* Strong interpersonal, oral, presentation, and written communication skills, with an ability to relate to a diverse group of individuals in an effective manner.
* Proven track record of achieving timely results.
* Ability to foster positive staff, committee, and board relationships through consistent, open, and direct communications.
* Ability to think strategically working with a high level of autonomy
* Experience in budgeting, program and grant management, data analysis and reporting metrics to evaluate program impact
* Experience working with community-based organizations and volunteers. Youth and/or school organizations a plus.
* Proficient in Word, Excel, PowerPoint and Outlook and the ability to quickly learn software used for the grant process, website, and donor management.

The Issaquah Schools Foundation is an equal opportunity employer, dedicated to building a workforce that reflects the diversity of the communities it serves. Applications are encouraged and accepted for review from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, religion, or national origin.