



Job Description

Title: Unidas Program Manager	Reports to: VP of Community Impact
Job Status: Full-Time, Salaried, Nonexempt	Supervises: No
Salary: \$55,000/annual	Effective Date: October 1, 2022

Position Summary: The Unidas Program Manager is responsible for managing the Unidas program, a teen philanthropy program at the Women's Foundation for the State of Arizona (WFSA). This role focuses on recruiting participants statewide, designing program curriculum, facilitating cohorts, training volunteers/interns/fellows, marketing the program, serving as the lead person to share best practices with agencies outside of Arizona and participating in other community efforts by WFSA. The goal is to expand Unidas programs to connect young women across the state of Arizona with a curriculum to develop our next generation of philanthropic leaders.

While this position is currently remote, the final candidate's primary residence must be within the state of Arizona.

Responsibilities & Essential Duties

We Research: Utilize the Data	
Track, evaluate and report on program impact, participants' progress, outcomes, and effectiveness of recruiting strategies.	Time: 15%
<ol style="list-style-type: none"> 1. Create metrics for tracking program impact, progress, and effectiveness and maintain tracking of those metrics 2. Create a framework for monitoring and evaluating participant recruitment and participation including: <ol style="list-style-type: none"> a. Number of people impacted by the program b. Demographics (age, race, school, grade, region, etc.) c. Pre-program baseline data d. During-program data (such as attendance, participation, common themes, etc.) e. Post-program data 3. Track and support synthesis of lessons learned and best practices related to program management 4. Retain all data, books and other records relating to the program 	

We Advocate: Make a Presence	
Recruit participants by connecting with communities and expanding statewide.	Time: 40%
<ol style="list-style-type: none"> 1. Outreach to school districts, rural communities, indigenous native communities, universities/community colleges, community partners to grow to at least three (3) Unidas cohorts statewide each semester 2. Connect with motivated and leading nonprofit organizations that are working with and supporting women and girls to create a pipeline of participants 3. Reach out to diverse communities including non-binary participants, individuals with disabilities, and explore a potential bilingual program 4. With the Director of Communications, generate marketing content to promote and highlight Unidas activities and recruitment 5. Explore community service/creative projects participants can lead throughout each semester (e.g., Local service volunteer work, mural painting project with SAACA/another group, etc.) 6. Identify opportunities to share Unidas experiences through social media, press, WFSA events, etc. 7. Design, coordinate and cultivate opportunities for media engagement via radio, podcast, television, op-ed, or press release 8. Participate and support WFSA development team with fundraising events sharing the Unidas experience 	

We Innovate: Create Solutions	
Facilitate Unidas cohort(s) through planning, keeping participants involved and creating leadership opportunities.	Time: 25%
<ol style="list-style-type: none"> 1. Design transformational curriculum to be relevant, impactful, accessible, and inclusive 2. Organize and plan retreats or celebrations, in collaboration with supervisor, participants, mentors, and interns/fellows 3. Coordinate and develop ways of sharing Unidas curriculum and resources to interested partners including partners outside of Arizona 4. Oversee implementation of Unidas grant process, selection, and award 5. Support participants, mentors, and interns/fellows with one on ones, group meetings, assistance with job applications, resume writing, interview skills, etc. 6. Provide community impact support and/or other duties assigned by the VP of Community Impact 	

We Invest: Account for our Funding	
Manage and track funding to ensure stewardship and sustainability of Unidas program.	Time: 5%
<ol style="list-style-type: none"> 1. Award and track Unidas grant for each cohort working with Development team on fundraising for grant 2. Manage delivery of Unidas budget by forecasting and tracking expenditures 3. Complete required workflows for accounts payable, reimbursements, and/or financial back up documentation 4. Support supervisor and/or CFO on department budget creation, allocation and spending 	

We are WFSA: Being a WFSA team member	
Be an active, contributing WFSA team member.	Time: 15%
<ol style="list-style-type: none"> 1. Travel throughout the state when required 2. Attend in person monthly staff meetings, annual staff retreat, annual Board retreat, and other occasional in-person meetings as directed 3. Attend WFSA events, community events, and/or partnership events as requested 4. Prepare and present development and fundraising updates as requested 5. Attend and participate in required trainings as directed by WFSA leadership 6. Comply and follow WFSA policies & procedures 7. Perform other duties as assigned by supervisor 	

Competencies
<ol style="list-style-type: none"> 1. Demonstrated ability to collaborate effectively across teams 2. Leadership and organizational skills; described as a self-starter 3. Ability to lead, motivate, and engage high school age youth 4. Adept at working in a 'remote work' environment 5. Working knowledge of active listening and motivational interviewing 6. Outstanding communication skills, both interpersonal and written 7. Excellent facilitation, planning, and managing skills 8. Ability to interact effectively and empathetically, and build rapport, with people from a wide variety of backgrounds 9. Ability to access resources and opportunities utilizing communities to enhance progress and success 10. Sense of humor and collaborative spirit required 11. Commitment to and passion for women's issues 12. Strong desire to work in a non-profit setting and to have an impact on the lives of women and girls of all identities 13. A demonstrated commitment to diversity, equity, and inclusion; culturally competent with respect to issues such as racial, cultural, religious, sexual, and gender identity

14. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

Qualifications & Skills

1. At least 2 years of experience directly related to Program Management
2. Demonstrated experience in meeting facilitation and community outreach
3. Understanding of program management techniques and methods
4. Must obtain a fingerprint clearance card through Arizona Department of Public Safety in first 30 days
5. Must complete mandatory reporting overview training in first 30 days
6. Experience working with a diverse staff. Ability to collaborate with a diverse team of a high functioning multi-racial workforce
7. Proficient in standard office equipment such as computers and phones, as well as digital platforms including Zoom, Microsoft 365, and Microsoft Teams
8. Proficient in Microsoft Office specifically Excel, Word, Outlook, PowerPoint
9. Bachelor's degree in related field, preferred

Physical Requirements

1. Ability to travel between multiple locations for meetings or appointments
2. Ability to effectively communicate with others
3. Ability to work from a home office and work on a computer for long periods of time (up to 8 hours per day) while completing your essential duties
4. Ability to respond quickly and effectively to directions and safety hazards

I have reviewed this job description and understand all the requirements, responsibilities, and essential duties of this position. I can perform the job as outlined.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: