

## Program Manager Position Profile

### Overview

As an essential part of the program team, the Program Manager will be responsible for key deliverables across Elevate Prize Foundation programs. They will work closely with the Program Director on the implementation of the department's strategy, in particular as it relates to the selection of Elevate Prize winners and the delivery of a professional development program. The Program Manager will be responsible for the coordination of various stakeholders across the program, as well as participate in creating and designing the curriculum for global heroes. This position reports to the Program Director and is based in Miami, FL.

The Program Manager will play an essential role in the creation and implementation of the winners' professional development program by helping design specific learning modules; engaging a network of coaches, mentors, and facilitators; creating opportunities for winners and alumni to engage with the Elevate Prize community; coordinating winners' participation in online trainings, one-on-one coaching, content development, and in-person convenings. In addition, the Program Manager will help drive key components of the winner selection process, including designing the application and selection process; researching and recruiting potential judges; promoting the opportunity to networks and prospective applicants across the globe; and planning virtual or in-person convenings and events.

### Job Description

- **Winner Selection Process:**
  - Work with the key staff and outside vendors to design and deliver a seamless application submission and judging process
  - Coordinate with Marketing team to engage partners in Prize promotion in an effort to drive applications from a global, diverse audience
  - Research and conduct outreach to additional prospective applicants and networks
  - Manage and respond to inbound queries from prospective applicants
  - Assist in the facilitation of semi-finalist, finalist, and winner selection by coordinating judges' schedules, online scoring, and deliberation calls
  
- **Program Implementation:**
  - Work with Program Director to formalize and build out the design of the professional development program, including content development, timeline, and scheduling
  - Coordinate instructor/facilitator participation in virtual programming sessions, including content development support, preparing and disseminating advance materials, and ensuring technology readiness
  - Manage the production of all in-person and virtual convenings, including vendor relationship management, technology needs, signage, catering, and logistics
  - Oversee the on-time execution of event production deliverables, keeping contributors on a strict timeline, and managing the development and updating of the master production schedule

- Assemble and coordinate delivery of materials for winner and staff participation in all events and convenings
  - Coordinate regular communication and check-ins with winners, faculty, and other stakeholders throughout the program,
  - Organize the evaluation of winners' needs, participating in interviews, as well as overseeing data collection and storage methods
  - Coordinate the development of tailored recommendations for offerings and support the Elevate Prize Foundation can provide to each winner
  - Conduct analysis and preparation of reports on applicant and winner data and program engagement from various stakeholders
- **Other Responsibilities**
    - Manage and maintain the program department's database of contacts, relationships, and vendors, ensuring accurate data and records
    - Support the Program Director in the design and delivery of other programs as needed

**The ideal candidate will, at the minimum, have:**

- Bachelor's degree (Master's preferred)
- 5 years' experience in the non-profit and/or social impact space
- Strong verbal and written communication in English
- Meticulous organization and project management skills
- Tremendous drive and a "roll up your sleeves" approach
- A shared commitment to the Elevate Prize Foundation's values of Radical Diversity, Human Safety & Freedom, Democratizing Philanthropy, Creativity & Resilience, and Global Collaboration.