



Program Manager

Kailee Mills Foundation seeks a full-time Program Manager who brings value to the organization to fuel growth, improve efficiency and effectiveness, expand resources, and maximize the efforts of the organization to fulfill its mission. This includes program coordination and management, as well as grant management, while also being a positive and active representative.

This position is full-time and reports to the Executive Director.

This position is an in-office position in Spring, TX.

Responsibilities

- Manage and coordinate programs and program-related events in accordance with goals, budgets and grant requirements:
 - Schedule, coordinate, and manage Seat Belt Safety School Programs, and Other Seat Belt Safety Presentations or Events.
 - Including coordinating with guest speakers, school administration, event coordinators, handling presentation technology, and managing the volunteers.
 - **Additional Requirements** may include public speaking, the use of social networking, being active in community networking to build relationships and partners, selling/promoting the programs to schools through persistent communication.
 - Organization and documentation of all grant requirements, deadlines, and grant tracking.
 - Ensuring programs are meeting all grant requirements.
 - Maintain thorough records of all program actions; Track, analyze and report data, program success and impact.
- Manage and coordinate the College Scholarship Program:
 - Communication with applicants and recipients, ensuring applicant and recipient requirements are met and maintained.
 - Reviewing applications, working with the scholarship committee to review and score applications.
 - Managing any scholarship recipient volunteer/intern work.
- Always seek to develop and improve processes, efficiencies, and outward communication of all program initiatives and records/reporting – from start to finish: incoming request/initial scheduling - coordination - execution – data tracking and reporting.

- Work with the entire team on fundraising efforts for program support.
- Manage/monitor KMF inventory
- Other tasks that may be requested to support the needs of the organization.

Qualifications

- 5+ years of experience in management and leadership
- 5+ years of sales experience
- 5+ years of experience managing programs/projects
- Nonprofit experience/knowledge
- Must be a problem solver and willing to pivot/develop new plans quickly
- Must have strong organizational skills and the ability to multi-task
- Must have strong teamwork; collaborate well with others; maintain positive attitude
- Must be good with technology
- Must be good with documentation and reporting
- Must have strong public speaking abilities
- Willingness to adapt and accept unfamiliar tasks
- Must be able to operate in a flexible and fast-paced environment
- Must have excellence in communications - written and verbal
- Must have strong interpersonal skills
- Must be a self-starter, have a strong work ethic, and ability to work autonomously
- Demonstrates KMF values: faith, compassion, positivity, community, hope, and healing
- Experience with Microsoft Office (excel, word, power point) or Google Apps
- Reasonable availability to work nights, weekends and holidays as required, as well as attend in-person activities and events, with some travel as necessary
- Must ALWAYS wear your seat belt, front seat and back seat, and ensure your passengers are too.

Interested applicants should email resume to Kailee Mills Foundation's Executive Director, Briana McCulloch: briana@kaileemillsfoundation.org.