



Full-Time Program Manager

Reports to: Executive Director

Overall Objective: Support and assist the mission and vision of Hang Tough Foundation. Works directly with families while providing care, programs, and events.

Responsibilities:

1. Build relationships and foster communication between clients and their families to provide for their needs.
2. Represent Hang Tough Foundation in the community and actively seek partnerships; to include program community partnerships and referring organizations.
3. Work directly with Community Partnerships to provide services to families.
4. Help organize family contact information in the database.
5. Solicit the financial or in-kind support of others, including employees and friends, in addition to my personal contribution.
6. Help identify and recruit volunteers or committee members.
7. Lead/Assist volunteer Family Relations Team in developing and planning programs, such as but not limited to:
 - a. Support Groups
 - b. Family Fun Events
 - c. Parent's Night Out
 - d. Teen Hangouts
 - e. Tutoring Services
 - f. Sidekick's Day
 - g. Santa Day
 - h. School Supply Drive
 - i. Any additional new programs as deemed necessary
8. Monitor and manage program budgets.
9. Maintain records pertaining to program activities and key performance indicators.
10. Evaluate and report program effectiveness.
11. Work with the Board to identify/maintain ways to benefit and serve local families.
12. Serve on any additional committees as agreed upon.

Education & Experience Qualifications:

- Must have enthusiasm for the Hang Tough Foundation mission and true commitment to helping families on a journey with childhood illness and/or special needs
- Bachelor's degree in a related field is preferred but years of experience can substitute for a degree.
- Three to five years of experience in program, project, or event management is preferred.
- Computer literacy is required. Programs often used are Google Drives, CRM database, and Zoom.
- Flexibility in scheduling as required, including events on weeknights and weekends.
- Proven strong problem-solving skills with high attention to detail, strong organizational and planning skills.
- Strong oral/written communication skills. Public speaking experience.
- Should be comfortable working closely in teams; this position will be working collaboratively as well as independently.
- The ideal candidate will be innovative, creative, and forward-thinking, have project/program management experience.
- Self-motivation and dependability are a must.
- Have knowledge of grants, sponsorships, and event planning.

Skills Required:

- Recordkeeping
- Supervising
- Event planning
- Budgeting
- Scheduling
- Multi-tasking

Salary:

Salary commensurate to experience

Time Commitment:

Full-Time Exempt Employee (Evenings and Weekends required as Programming requires)

Benefits:

- Paid Holidays
- Phone Stipend
- Flexible Schedule with remote work availability