

Program Manager, Girls on the Run of Northern Virginia (Fairfax, VA)

Position Profile

Girls on the Run of Northern Virginia (GOTR NoVA) is seeking a **Program Manager (PM)** with a passion for and commitment to improving the lives and opportunities of girls ages 8 through 13. GOTR International educates and prepares girls for a lifetime of self-respect and healthy living. GOTR's Northern Virginia council was established in 2001 and is the country's largest, serving more than 3,000 girls each season with programs in Arlington, Fairfax, Loudoun and Prince William counties and the cities of Falls Church and Alexandria. This position reports to the Executive Director and affords the employee the opportunity to manage the program side and contribute to the overall growth of a successful non-profit.

Related to this growth, key priorities for the new Program Manager within his / her first 6 to 12 months on the job include:

- Identifying processes, systems, and technology to improve staff productivity, program registration, and program quality and working with the Operations Manager to successfully implement these processes, systems, and technologies.
- Developing and implementing a measurable quality assurance plan for delivering and managing the GOTR program to the current number of participants and taking into account expected future increases in the number of participants.
- Working with the Executive Director to create a strategic program communications plan.
- Developing a comprehensive program budget.
- Building and strengthening existing program staff relationships and existing relationships with program coaches and volunteers.

The PM is responsible for all organizational and management aspects of GOTR NoVA relating to program quality and delivery, training of coaches, registration of participants, refinement of GOTR curriculum, and inclusion of programs in area schools. Communication with coaches, parents and school personnel will be required. Some of the key responsibilities falling within these areas include:

Program Development

- Planning for the direction of the overall program, including plans for growth and quality assurance.
- Working with the Executive Director to determine the most appropriate way to expand the program throughout Northern Virginia.
- Coordinating recruitment of coaches and volunteers.
- Working with the Executive Director to develop necessary policies, procedures, and pricing to ensure the successful delivery and growth of the program.

Program Management

- Developing and maintaining relationships with coaches, donors, parents, participants, sponsors and volunteers.
- Maintaining strong relationships with existing program locations.
- Identifying and implementing technology solutions to improve staff productivity; communication with coaches, volunteers and parents; and overall program quality. These solutions include an online registration system, a CRM system, and marketing and communication tools.
- Developing and managing a program budget that supports the overall GOTR NoVA budget.

- Maintaining a positive and proactive working relationship with GOTRI, ensuring that GOTR NoVA adheres to all GOTRI policies, procedures, and reporting requirements.
- Conducting program registration twice a year (spring and fall).
- Organizing coaches' trainings and other coach meetings.
- Maintaining effective communications with coaches and supporting them throughout the program.

Program Administration

- Attending regular staff meetings and working closely with the Executive Director and other staff members to help grow the organization and ensure quality program delivery.
- Assisting the Race Director with the preparation and execution of two races each year.
- Supporting the planning and execution of special fundraising events.
- Preparing materials for the coaches for each season.
- Fielding phone calls and emails regarding new sites, coaches, and general program inquiries.

Qualifications:

The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program execution, delivery, and administration.

Required Qualifications

- BA or BS degree
- Experience managing programs or projects in a non-profit environment
- Proficiency in Excel, Microsoft Word, and Power Point software; ability and desire to learn and implement a variety of technology solutions
- Outstanding written and oral communication skills in multiple environments and with a range of audiences (internal and external)
- Demonstrated experience developing and managing budgets
- Ability to work well in a team environment
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable
- Passion for GOTR's mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health

Salary and Benefits: Commensurate with experience

Cover letters and resumes as well as questions about the position should be submitted to the GOTR NoVA Search Committee via email at info@gotrnova.org. The goal of the GOTR NoVA Search Committee is to engage in an accelerated search process and to identify the successful candidate as soon as possible.