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**PROGRAM MANAGER
JOB POSTING
NOVEMBER 2016**

SEEKING: Center for Whole Communities (CWC) is seeking a dynamic and detail-oriented individual who is committed to our mission and values to serve as **Program Manager**. Burlington VT office location is preferred, but could also work remotely in Boston, Washington DC or New York City areas. Moving expenses would be covered if candidate relocates to Burlington.

The ideal candidate will be a systems thinker with demonstrated commitment to social and racial justice, environmental and community restoration, land and human health. S/he/they will be a seasoned and collaborative leader, passionate about CWC's mission, and committed to social change work. S/he/they will have excellent written and verbal communication skills and project management expertise. This is a unique opportunity for a relational, creative and strategic individual with excellent administrative and implementation skills to join a dynamic, organization at a critical and exciting moment in our history.

CWC MISSION AND SERVICES: Center for Whole Communities fosters inclusive communities that are strongly rooted in place and where all people – regardless of income, race, or background – have access to and a healthy relationship with the natural world.

Our practice encourages multi-disciplinary responses to challenges such as climate change and building economically competitive and equitable communities. Our leadership programs directly address the fragmentation that exists in American society around politics, race, class and privilege.

We work with organizations, communities, and leaders to help with the development and implementation of projects, programs, and trainings that seek to bridge differences and catalyze change to solve problems at the intersection of social and environmental problems. Our programs include ***Whole Thinking in Practice Retreats***, the ***Whole Measures Training and Strategy Development***, ***Campus Cultural Competency and Story Trainings*** and a diverse suite of ***Workshops*** and targeted engagements to empower environmental and social change leaders to affect change in their organizations and communities.

PRINCIPAL AREAS OF RESPONSIBILITY:

- **Ensure successful management of projects across the organization, including planning, coordination, implementation, budgets and evaluation**
- **Contribute to the fundraising and business development efforts of the Core Team by generating proposals and providing case study narratives, evaluation data and reporting documentation**
- **Lead program communications and outreach efforts working collaboratively with the Core Team**

Program Management & Implementation

- Work with ED and Senior Fellows to prioritize, manage and implement program activities
- Ensure programs have clearly articulated goals and evaluation metrics and map to CWC mission, theory of change and strategic plan

- Manage organizational Master Calendar and lead annual planning processes
- Collaborate with external partners to strengthen cross-organization programmatic efforts
- Work with core team to integrate learning through assessment, evaluation, and communications into all organizational programs and initiatives

Budget Management & Business and Fundraising Development

- Track and manage program expenses, including forecasting, scheduling and analyzing
- Collaborate with core team on annual budget development and quarterly reviews
- Track and generate invoices and accounts receivable information for all fee for service work to be submitted to Bookkeeper
- Track and generate accounts payable information for staff and contractor travel reimbursements

Establish, implement, and report on evaluation plan for all programs

- Assess program performance and aim to maximize effectiveness and positive impact
- Review and update existing evaluation processes using Whole Measures as a framework for evaluating programs
- Provide updated evaluations for all programs
- Report on evaluation findings to board, staff and faculty

Communications and outreach for all program activity

- Leverage social media, strategic relationships & CWC network to expand CWC's reach
- Be able to explain and advocate for our curriculum and programs to all constituents across the board
- Generate all logistical program communication, internally & externally
- Maintain Master Library of all CWC documents and images
- Prepare program reports for board, funders and partners

Desired Skills and Experience

Minimum Qualifications: Three to five years of experience in nonprofit program management. Candidates should be at ease as a collaborative team player participating in all levels of tasks to accomplish goals, including flexibility with a shifting schedule, which may include occasional travel, long days and weekends.

Program coordination skills and experience

- Self-directed, highly organized, detail- and deadline-oriented
- An excellent project manager with clear oversight, consistent follow-through, and ability to juggle and prioritize multiple tasks
- Experience coordinating a team and large groups
- Experience working remotely using web and phone conferencing and cloud based technologies
- Experience with organizing information through databases and spreadsheets
- Proficient in MS Office

Content Expertise

- Background in an Environmental field, whether conservation, food systems
- Education or skills training in the field of Cultural Competency, Diversity and/or Anti-Oppression

Communications skills and experience

- Strong communicator who is comfortable and effective by phone, email, and in person
- Social media enthusiast with an interest in creatively leveraging the power of Facebook, Twitter, etc.

Personal Characteristics

- Collaborative, relationally adept team player who participates in all levels of tasks to accomplish goals
- A healthy sense of humor
- Comfortable in a supportive role – able to thrive in the logistical and planning realms of program work
- Committed to and enthusiastic about our mission and programs
- Creative, highly organized, and able to juggle work projects

Compensation

CWC's Program Manager is a full-time management position with benefits. Compensation will fall in the range of \$48,000-\$58,000 depending upon experience and regional cost of living analysis.

To apply, please submit cover letter, résumé, and concise writing sample to: melanie@wholecommunities.org with "Program Manager" in the subject line. Applications will be reviewed on a rolling basis.

We believe that one of the greatest strengths of a community is rich diversity of race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, and physical ability. CWC is a 501(c)3 nonprofit organization with a policy of equal opportunity and nondiscrimination in employment and is committed to ensuring all of its employees are valued in our work environment. We strongly encourage applications from candidates with a wide array of cultures, backgrounds, and life experiences.