

# HELPING MAMAS

## Program Manager

### Job Purpose / Objective

The Program Manager serves as a management position on staff at Helping Mamas. The Program Manager works closely with the CEO, Director of Advancement and Director of Partnerships and Impact to make sure the mission of Helping Mamas is carried out effectively and efficiently. This position requires strong analytical, organizational, and program development experience. The Program Manager is the liaison and main point of contact for partner agencies.

### Essential Functions & Primary Duties

- Develop and maintain relationships with current and prospective partner agencies
- Conduct site visits at partner agencies
- Manage monthly partner agency newsletter
- Manage and oversee mobile program
- Work closely with Advancement and Volunteer staff on program volunteer and donation needs
- Analyze program evaluation and inventory data for program planning purposes
- Manage and oversee statewide TANF and Department of Public Health Diaper Distribution Programs
- Work with Director of Partnerships and Impact to implement new programs as they develop
- Assist partner agency social workers with onsite “shopping” for their clients
- Coordinate with information and referral process as needed
- Collaborate with warehouse staff on inventory needs and deliveries
- Supervise program support staff

### Qualifications Required

- Master’s Degree in Nonprofit Management or related field strongly preferred or 3-5 years of relevant experience
- Bilingual in Spanish strongly preferred
- Knowledge of state public assistance programs preferred but not required
- Reliable transportation
- Passion for the vision, mission, and values of Helping Mamas
- Strong interpersonal and organizational skills
- Ability to maintain organized records
- Ability to modify work schedule and work varied hours—nights and weekends as needed
- Physical Requirements: lifting diaper boxes and baby equipment

Salary Range: \$48,000-\$54,000