

Job Description

Program Manager, Support Through Sport

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| POSITION TITLE: | Program Manager, Support Through Sport |
| REPORTS TO TITLE: | Director, Support Through Sport |
| LOCATION: | UCF Baltimore Office |
| STANDARD HOURS: | 9 AM – 5 PM, Monday – Friday with flexibility + Special Events Occasional Night and Weekend Commitments |
| SUPERVISES: | Program Coordinator, Experiences & Team Fight Program Coordinator, Cancer to 5K |

GENERAL DESCRIPTION

Reporting to the Director, Support Through Sport, the Program Manager will oversee multiple Support Through Sport Programs and personnel with a focus on the successful implementation, strategic development, and sustainability of each individual program.

SPECIFIC DUTIES

SUPERVISION & PLANNING

- Direct oversight for STS Programs and personnel, including, Experiences, Cancer to 5K, and Team Fight
- Manage multiple Coordinators in the planning, development, and execution of each STS program
- Identify and track metrics to evaluate and report the impact of STS programs and UCF mission

GROWTH & STRATEGIC DEVELOPMENT

- Develop and implement strategic plan and execution strategy for all programs
- Determine growth and enhancement opportunities for each program and staff member
- Identify and implement new opportunities to increase UCF mission within STS programs
- Actively recruit new participants, locations, and platforms for STS programs

FUNDRAISING & PARTNERSHIPS

- Support and actively participate in fundraising efforts of each program
- Identify and execute strategies to solicit sponsorships and new partnership opportunities
- Development and maintain relationships with program and organizational stakeholders

PROGRAM SUPPORT

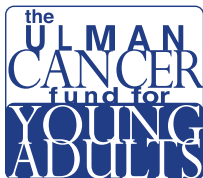
- Travel, as needed, to attend program specific and UCF events and activities
- Work with Coordinators to drive recruitment and fundraising efforts of participants within individual programs and events
- Support the mission and goals of the organization across all programs and departments

ADMINISTRATION & BUDGET

- Assist Director with the creation and oversight of each STS program budget including monthly updates, reconciliation of credit card statements, and fundraising tracking
- Actively participate in staff meetings, management meetings, retreats, and Board meetings as requested
- Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, invoices, and reports as well as submitting content for the organizational calendar and information other staff of upcoming events or activities

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org

UCF Headquarters > 1215 East Fort Avenue, Suite 104, Baltimore, MD 21230 > Cancer changes lives... **SO DO WE!**



QUALIFICATIONS

Required:

Bachelor's degree and a minimum of two years experience in program coordination and administration. Experience managing staff or volunteers. Proven critical thinking, problem solving, and organizational skills, ability to successfully manage multiple programs and direct reports.

Desired:

Demonstrated ability to lead and develop a team and manage the execution and development of multiple programs. Very strong organizational and communication skills especially related to previous nonprofit work and sponsorship requests. Physical requirements include the ability to work productively in an office environment, primarily on a computer, in addition to assist with the setup and execution of events related to sports.

APPLICATIONS

Interested candidates should send cover letter and resume to careers@ulmanfund.org. Applications will be reviewed as they are submitted.

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