



MANA de San Diego's mission is to empower Latinas through education, leadership development, community service, and advocacy. The organization provides vital programs for Latinas to learn skills and access information that is not otherwise readily available. Its vast network of professional women coupled with meaningful and relevant programs focused on health and wellness, education, economic issues, and leadership, continues to propel Latinas toward success and to positively impact their families and communities.

Position Title: Programs Manager  
Salary Range \$50,000- \$55,000

### **Job Summary:**

The Programs Manager (PM) reports to the Executive Director. The purpose of the position is to develop, orchestrate, administer, and evaluate all MANA's programs including the Hermanitas Youth Leadership Mentor Program, the Scholarship Program, Tias program, and the Latina Success Leadership Program. The PM will partner with MANA's Executive Director and work collaboratively with the Board of Directors, staff and volunteers to strengthen and grow MANA's programs, to serve more Latinas in San Diego County.

### **Duties/Responsibilities:**

#### **Program Management and evaluation:**

- Creates long- and short-term plans, targets with measurable outcomes in coordinating and delivery of MANA's educational programs.
- Oversee and provides on-going guidance for the work of MANA committees ensuring that each MANA initiated effort has mechanisms in place for quality programming, fiscal accountability, administrative and communications support, and systems for assessing measurable outcomes, targets milestones, adhering to deadlines and allocating resources.
- Actively engage and energize MANA members, volunteers, board members, event committees, alumnae, partnering organizations, and funders. Serving as a point of contact for teams when multiple groups are assigned to the same project to ensure team actions remain in synergy.
- Attend all committee monthly planning meetings (some on weekday nights), monthly seminars (Saturday mornings) and some Board meetings which are held once a month, depending on related subject matter.
- Perform and lead administrative tasks such as: answer emails and phone calls; create presentations and program documents; update/upload program website information and social media posts; maintain availability of program supplies/materials; track program goals, objectives, and accomplishments; compile reports demonstrating programs' effectiveness; research relevant information for programs as needed; and process volunteer background checks.
- In partnership with the Executive Director, Chair and Committee(s), develop new education strands, and assisting in the definition of project/strand scope and goals.
- Identifying and managing potential risks and liabilities of multiple projects when necessary adjusting schedules and targets on the project as needed.
- Coordinate monthly and annual events for all programs including seminars, presentations, and informational sessions. Secure and perform walkthrough for event venues.
- Assist Chair and Committee(s) in reviewing program applications as well as oversee database management to ensure accurate contact information for program participants, mentors/volunteers, caregivers and program alumnae.

- Oversee program budgets and prepare grant applications and reports. Monitor compliance/performance. Performing quality control on the project throughout development to maintain the standards expected.
- Design and improve forms, policies/procedures, and program tracking procedures.
- Respond to public inquiries regarding program procedures, operations, and available services.
- Maintain cooperative relationships with San Diego's diverse community.
- Other duties as assigned.

## **Qualifications**

- A Bachelor's degree or equivalent combination of education, experience in a program management, evaluation, and execution.
- Skill in organizational management to orchestrate program activities with the ability to coach staff and volunteers and implement program strategies.
- Skill in short term and long-range program budgeting and fiscal management
- Possess the interpersonal skills to work with and motivate colleagues, board members and other volunteers.
- Skill in project management.
- Skill in data creation, collection, and analytics to evaluate program effectiveness.
- Ability to communicate verbally and in writing to large and small audiences.
- Skill in influencing and persuading stakeholders.
- Ability to delegate responsibilities to volunteers effectively and diplomatically.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels within and outside MANA.
- High energy and passion for MANA mission and philanthropy.
- Strong organizational and time management skills with exceptional attention to detail.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Stature, gravitas, and confidence to gain the credibility and respect of high-performing Board of Directors.
- Proficient in data applications Microsoft Office Suite; Excel, Access, Project, Word, PowerPoint and Software such as CRM and MentorCore
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Bi-lingual in English and Spanish is preferred.
- Skill in collaborating in multicultural and diverse environments.

## **Typical Working Conditions/Benefits:**

- Normal professional office setting. Willingness to work flexible hours, including some evening and weekends.
- Travel to Mana sponsored events: (Valid driver's license and vehicle insurance)
- Must be able to lift 15 pounds infrequently.
- Successful Background investigation is required.

## **Application process:**

Submit resume, three references and cover letter to:

MANA de San Diego  
 Manasd@manasd.org  
 Email: manasd@manasd.org

Background check will be required of finalists.