

Heartland Conservation Alliance
Program Manager
Effective: October 26, 2020

The Program Manager works as part of a team to advance our mission, core values, and strategic initiatives. Our mission is working collaboratively in the Kansas City Metro to protect our region's natural resources for the benefit of all community members. The Program Manager works with the Executive Director, Board, volunteers, Alliance members and other staff to develop, plan, implement, evaluate, and improve conservation projects.

The Program Manager will be responsible for coordinating three programs (Conservation, Education and Outreach and Alliance Services) along with activities for our organization. The Program Manager will be tasked with developing projects to support our mission, as well as creating and managing long term goals. The Program Manager will support the Executive Director in developing budgets and operating plans for programs and writing program funding proposals.

In order to be successful in this role, you will need to have prior experience in both program management and team management. Demonstration of strong work experience or Bachelor's degree is required.

Salary range: \$40,000-\$43,000

Deadline to apply: December 1, 2020

How to apply: All interested applicants should submit a letter of interest, two writing samples, work and education history, and three professional references. Applications should be sent via email to Jill Erickson, Executive Director, jill@heartlandconservationalliance.org. NOTE: Due to the COVID-19 shelter in place order, our offices are closed and we are experiencing delays in receiving mail. Please call us at 816-813-0944 if you need assistance submitting an application electronically.

Program Manager Responsibilities

- Be a contributing member of our highly motivated and effective professional work team in a nonprofit organization experiencing growth and development.
- Ensure programs and activities meet goals and objectives in accordance with the mission of the organization.
- Creating and managing long-term goals by coordinating a team with a diverse array of talents and responsibilities and by ensuring that all work follows Land Trust Alliance standards and practices.
- Implementing evaluation methods to assess program strengths and identify areas for improvement and ensuring goals are met to satisfy our mission and grant obligations.
- Implementing and managing changes and interventions to ensure project goals are achieved.

- Working with staff and volunteers to develop effective partnerships with local, state, and federal conservation agencies; local service and conservation groups; and other land trusts.
- Developing new programs as appropriate to support the strategic direction of the organization.
- Implementing existing marketing strategy with staff and volunteers to support successful public outreach, fundraising, membership recruitment and retention, and capacity building activities.
- Attend regular Work Group and project meetings related to team projects and attend meetings with stakeholders.
- Working with staff and Board to conduct necessary business functions, including preparation of financial reports, maps, development of policies and strategic plans.
- Providing support to the Executive Director in fundraising, including writing program funding proposals to guarantee uninterrupted funding streams and delivery of services.
- Managing grants related to assigned projects, including track expenses, in-kind services and manage project budgets, under the Executive Director's supervision.
- Managing routine administrative duties and maintain project records of assigned projects, under the supervision of the Executive Director. This includes maintaining and managing data and information and producing accurate and timely reporting of program status throughout its life cycle.

Program Manager Requirements

- Bachelor's degree or master's degree in business, nonprofit or related field or proven experience in program management.
- Strong communication and leadership skills. The ability to speak effectively in public, work with the media, and interact well with a wide variety of people.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Understanding of project management.
- Strong writing skills and the ability to successfully apply for grants.
- Proficient with modern computer applications, including word processing, cloud-based data storage and manipulation, development of visual presentations, and Internet research and communications.
- The ability to effectively lead, motivate, and work with a diverse staff and volunteers.

Working Conditions:

- Duties are performed in the office and the field. (Please note that due to COVID-19, all staff are currently working from home.)
- Travel is required to various locations in the region for meetings, conferences, workshops, and speaking engagements.
- Evening and weekend work is occasionally required.

Heartland Conservation Alliance is an equal opportunity employer.