



Program Manager

Women and girls focused nonprofit seeks passionate, personable, energetic candidate looking to impact the community through their career.

Are you passionate about women's issues? Do friends refer to you as a natural social maven? Is networking second nature to you? Do you love planning events down to every last detail? Are you a creative problem solver and enjoy working with talented women on team projects? Can you quickly see partnership synergies between brands?

If you can answer yes to most of these questions, then this just might be your dream job.

Step Up Women's Network is a national non-profit membership organization dedicated to strengthening community resources for women and girls. Through teen empowerment programs for underserved girls, women's health education and advocacy, professional mentorship and social networking opportunities, we educate and activate our members to ensure that women and girls have the tools they need to create a better future.

Position Summary

The Program Manager works under the supervision of the Managing Director to achieve the goals of the organization in the areas of Membership & Fundraising, Professional Development and Social Networking. Additional responsibilities to program implementation include volunteer management, event planning, program evaluation and fundraising.

A summary of responsibilities include:

Membership Development & Management (30%)

- Develop and execute strategies for individual member acquisition, renewal, upgrades, and overall member satisfaction for the local chapter
- Develop and execute strategies for corporate membership partnerships
- Collaborate with national team of staff members managing membership to devise and execute best practices and strategies
- Manage a committee of volunteers in membership recruitment & retention, in-kind donation solicitation and fundraising
- Plan and execute the annual membership events, including monthly Open Houses, Summer Membership Drive, and Annual Membership Celebration for 600+ attendees
- Assist in the planning and execution of the annual Luminary Circle Cocktail Fete for 200+ attendees
- Write and oversee messaging, design and printing of membership materials
- Coordinate with other Step Up staff and volunteer committees to help increase member involvement and participation in various community programs
- Manage the Step Up member database and drive technology enhancements
- Manage an annual membership budget
- Manage a Junior Board of Directors including recruiting, retaining and motivating members, leading meetings and planning a board retreat
- Secure in kind donations for Step Up gift bags
- Recruit and train student interns

Professional Development Programming (25%)

- Design and implement Step Up branded professional panels and Power Breakfast series highlighting woman industry leaders
- Execute professional development events through securing high-level speakers, confirming event logistics, and promotion
- Participate in strategic planning through national staff meetings and conference calls with the other chapters' programs staff
- Perform periodic program evaluation to improve and innovate the programs as needed
- Facilitate national or local sponsorship of professional development programs
- Manage an annual professional development budget

Social Networking, Local Fundraising & Relationship Building (35%)

- Design and implement fun and engaging Social Networking events for members (shopping, spa and networking events)
- Solicit local shopping event sponsorships at the \$2,500 level and above
- Assist in soliciting sponsorships for Step Up's annual signature fundraisers
- Maintain strategic relationships with all organizations, venues and partners via thank you notes and follow-through
- Seek out appropriate cause-marketing partners
- Manage a portfolio of local fundraising prospects

Administrative Support (10%)

- Support the administrative needs of the Managing Director.
- Participate in weekly staff meetings
- Provide customer service via phone and email inquiries regarding membership and event registration questions and issues
- General office support including research, data compilation and entry, filing, mailing, running errands and the like.

Qualifications

Candidates must have an undergraduate degree, three to five years of work experience, and be passionate about working in the non-profit industry. Specifically, the successful candidate will meet the following criteria:

- Education: BA in related field
- Three to five years of work experience. Membership management experience preferred.
- Knowledge of the nonprofit industry, experience with women's and girls' organizations.
- Knowledge in marketing practices
- Ability to multi-task in a fast paced environment
- Strong public speaking skills
- Attention to detail and ability to deliver quality, professional work
- Excellent written and verbal communication skills and interpersonal skills
- High level of organization and professionalism
- Fundraising experience is preferred
- Proven success in managing events and programs
- Creativity in proposing new ideas and programs
- Ability to work well with multiple constituencies (staff, member leaders and volunteers, board members, senior level executives, sponsors, and donors).
- Self-starter and fast-learner who does not require heavy supervision and copes well with change
- Technologically savvy. Knowledge of CRM data management systems and email marketing tools is preferred
- Proficiency in Microsoft Office programs and the Internet
- Passion for women's issues

Start Date and Salary

Position begins January 2010. Salary is commensurate with experience plus health insurance benefits and generous vacation benefits.

To Apply

Send cover letter, resume and answers to the questions below to Veronica Nilchavee at veronica@suwn.org. Applications are due by November 30, 2009.

As an addendum to your cover letter, please provide answers to the following. Only applicants who provide answers to these questions will be considered for the position.

1. Professional Development: Step Up hosts two large-scale Professional Development panels each year. These events feature prominent businesswomen from the community and aim to inspire members to advance their careers. Please come up with a relevant panel topic facing professional women today and identify three appropriate panelists. Indicate why each woman is a good fit in 1-3 sentences.
2. Corporate Sponsorship Pitch: Half of Step Up funding comes from the support of corporate sponsors. This role is specifically responsible for building partnerships with leading fashion and beauty retailers for local in-store events. Please create a brief sponsorship pitch articulating the benefits of partnering with Step Up on an in-store retail event. Identify a retailer, describe its clientele and describe why Step Up would be a good partner fit.

No phone calls please. We will contact all candidates that we wish to interview.