

Program Manager Job Description

Eating Disorders Resource Center, a small nonprofit based in Campbell, CA is seeking a part-time or full-time Program Manager (20-40 hours per week). Pay commensurate with experience. Working hours can be flexible. This is a hybrid position with in-office work when needed, approximately once per week. For the first month, you would be in-office most of the time to be trained. There is plenty of growth potential in this position for the right candidate. For the right candidate, we can be flexible on part-time vs. full-time.

EDRC is a non-profit organization helping clients and families struggling with eating disorders. We strive to educate and promote awareness in our community. Check out our website at edr.csv.org for more information.

Essential Duties and Responsibilities:

- Outline and plan all aspects of work related to a given project such as budget, timelines and teams.
- Manage fundraising activities to include: donor cultivation, newsletter/email updates, grants identification, grant proposals & reports, and direct mail campaigns.
- Develop relationships in various sectors in the community.
- Spearhead marketing and outreach, including completing EDRC newsletter, press releases, and maintaining media contacts. This includes creating marketing materials and writing stories for local media outlets that publicize EDRC's services.
- Respond to, assist, and advocate for clients.
- Oversee volunteers to manage website and social media presence.
- Recruit, train, and supervise volunteers.
- Oversee general office administration.
- Ensure high quality work is produced
- Anticipate and solve any problems related to the programs
- Conduct performance reviews and evaluate programs
- Facilitate communication between relevant teams

Required Qualifications:

- BA/BS degree or equivalent experience.
- Willing to do some local travel.
- Flexibility to work some evenings and weekends as needed.
- Be flexible and adaptable.
- Show initiative.
- Excellent verbal & written communication.

- Strong organizational, analytical and critical thinking skills.
- Ability to manage people well.
- Excellent project management skills.
- Able to manage change, inspire teamwork, and organize others.
- Able to foresee problems related to the completion of a project and act in a timely manner to mitigate issues.

Preferred Qualifications:

- Experience in fundraising and grant-writing.
- Two years experience in a non-profit organization.
- Experience working in a small team.
- High Proficiency in Microsoft Office, Google Suite, CRM's, and Canva.
- Experience with writing grant proposals.

The position reports to the Executive Director.

A cover letter can help you to stand out from the crowd for this position. If you have a non-traditional background, it can help us to see why you would be a good fit.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Job Type: Full-time, hybrid

Reports to Executive Director

Submit applications to resume@edrcsv.org

For more information, please visit www.edrcsv.org or call (408) 356-1212

Eating Disorders Resource Center

2542 S. Bascom Ave. Suite 110, Campbell, CA 95008