

Program Manager Job Description

Eating Disorders Resource Center, a small nonprofit based in Campbell, CA is seeking a part-time or full-time contracted Program Manager (20-25 hours per week).

Working hours can be flexible. This is an in-person position with remote work available. 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. Pay commensurate with experience.

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 edrcsv.org for more information.

Essential Duties and Responsibilities:

- Respond to, assist, and advocate for clients.
- 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, grant identification, grant proposals & reports, and direct mail campaigns.
- Develop and maintain key relationships in various sectors in the community.
- Spearhead marketing and outreach, including completing EDRC newsletter, and press releases, and maintaining media contacts. This includes creating marketing materials and writing stories for local media outlets that publicize EDRC's services.
- Ongoing review/evaluation of current programs.
- 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
- Facilitate communication between relevant teams

Required Qualifications:

- BA/BS degree
- Willing to do some local travel.
- Experience creating workflows and organizational systems.
- Flexibility to work some evenings and weekends as needed.
- Be flexible and adaptable.
- Strong initiative and have strong leadership skills.
- Excellent verbal & written communication.

- Strong organizational, analytical, and critical thinking skills.
- Ability to manage people well.
- Excellent project management skills.
- Able to manage, motivate, inspire teamwork, and organize others.
- Able to foresee roadblocks related to the completion of a project and act promptly 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 working with volunteers.

The position reports to the Executive Director.

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.

Submit applications to resume@edrcsv.org with a cover letter to be considered.

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