



**Job Title:** Program Manager

**Reports to:** Executive Director

**Job Status:** Exempt, Full-time

**Location:** Hybrid: Located at the C3 Center, 1910 Ingersoll Ave

**Salary Range:** \$50,000 - \$70,000

**Benefits:** Health Insurance, Retirement, PTO

**Application Deadline:** July 17 at 11:45 PM CST

**Application Process:** Invited applicants will participate in virtual and in-person interviews; a decision is expected to be made by August 15<sup>th</sup>.

**To apply:** Please send a cover letter and CV to [lead@tdcdsm.org](mailto:lead@tdcdsm.org)

#### **About The Directors Council:**

Formed in 2004, [The Directors Council](#) is a nonprofit 501(c)3 network of local African American leaders, institutions and allies who seek to improve the conditions of individuals and neighborhoods of community members defined as “Black Polk County”. TDC convenes local, state and national expertise to develop programs, launch initiatives and support policy to reduce the disparities and inequity experienced by African American/Black/African Diaspora members of the Greater Des Moines community (Polk County, Iowa). TDC’s groundbreaking [One Economy](#) work, first launched in 2017 and revised with additional data in 2020, has led to increased efforts to reduce disparities along the social determinants of health and increased support for innovative solutions to ensure the economic health and well-being of Black Polk County.

TDC works closely with newly established [One Economy Financial Development Corporation](#), an organization focused on increasing access to economic opportunities for Black Polk County. OEFDC empowers underserved communities in Central Iowa to create financial stability and wealth by providing training, coaching, and loans to individuals and small business owners.

#### **Job Summary:**

The Program Manager will be responsible for the planning, implementation, and oversight of TDC's programs aimed at advancing racial wealth equity. This role requires a dynamic and results-oriented individual who can lead initiatives, manage diverse teams, and collaborate with community stakeholders to achieve program goals. The Program Manager will ensure that all programs are aligned with TDC's mission and strategic objectives.

#### **Essential Duties; other duties may be assigned:**

1. Program Development and Management:
  - a. Oversee African American Leadership Academy, Black Urban Professionals and potential new programming

- b. Design, develop, and implement programs within the One Economy Initiative that address racial wealth disparities and promote economic empowerment.
  - c. Oversee the day-to-day operations of programs, ensuring they are delivered effectively and efficiently.
  - d. Monitor and evaluate program performance, making data-driven decisions to improve outcomes.
  - e. Stay up to date with community needs and curriculum techniques to ensure industry relevancy
2. Leadership and Team Management:
- a. Work collaboratively with the AALA Planning Committee and Alumni volunteers
  - b. Lead and manage intern and additional staff as added
  - c. Attend professional development opportunities
  - d. Foster a collaborative and inclusive team environment that values diversity and encourages innovation.
  - e. Provide assistance in board meetings to capture meeting minutes and assist with facilitation of meetings
3. Partnership and Community Engagement:
- a. Build and maintain strong relationships with community organizations, local businesses, government agencies, and other stakeholders.
  - b. Represent TDC at community events, meetings, and conferences to promote program initiatives and partnerships.
  - c. Maintain positive sponsor and community relationships
4. Resource Management:
- a. Develop and manage program budgets, ensuring financial resources are allocated effectively.
  - b. Identify and pursue funding opportunities, including grants and donations, to support program growth and sustainability.
5. Communication and Reporting:
- a. Prepare and present regular reports on program activities, outcomes, and impact to the Executive Director and Board of Directors.
  - b. Communicate program successes and challenges to internal and external stakeholders through various channels.

**Special Requirements:**

- 1. Must have ability to travel locally, and at times statewide as well as to national events, with overnight travel on occasion.
- 2. Professional references will be required; finalists will be subject to a background check

**Qualifications:** An individual must be able to perform each essential duty satisfactorily; reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:

1. Education and/or Experience: Bachelor's level education or higher, or equivalent work experience, in public administration, economics, human services, social work, public health or related fields to the work of TDC organizational mission and vision.
2. Minimum of 5 years of experience in program management, preferably within a nonprofit organization focused on economic development, social justice, or community empowerment.
3. Strong understanding of racial wealth equity issues and a commitment to advancing social and economic justice.
4. Experience engaging with upper level management including demonstrating experience in areas of fiscal management, public relations, program management and evaluation, and policy advocacy.
5. Must have demonstrated active interest in and positive relationship with the African American/Black/African Diaspora community in Polk County.
6. Must have demonstrated excellence in verbal, written and communication skills, including presentation skills.
7. Must have ability to write reports and correspondence, including effectively presenting information and responding to questions from various community stakeholders.
8. Must have the ability to successfully perform all basic math functions in support of fiscal management.
9. Physical demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
10. Employees are expected to maintain a suitable work space in their residence as well as have the opportunity to work out of an office space provided by TDC.
11. Must be able to use Microsoft Suite, Google Suite, and other software systems necessary to carry out job functions.

The Directors Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.