

Sample Job Description

Job Title: Program Manager

Status: Full-time, exempt

Supervision

Takes direction from the President and CEO.

Major Responsibilities

- Oversee the planning and execution of multiple organizational programs, including but not limited to the AgSafe Annual Conference, Regional Outreach Briefings and other programs as developed.
- Assist in the development, implementation and management of the AgSafe Fund Development Program.
- Serve as the primary staff contact to the Regional Committees and support their outreach and education endeavors.

Specific Duties

- Oversee the planning and execution of multiple organizational programs. Duties include, but are not limited to:
 - Develop and manage program budgets.
 - Identify and secure appropriate program speakers and/or trainers, including coordinating their contract and terms, accommodations, travel, meals, tours, etc., for related activities.
 - Negotiate and secure program contracts - meals, multi-media services, hotels, meeting rooms, transportation, etc.
 - Develop all applicable program collateral and support materials including brochures, invitations, programs, agendas, itineraries, multi-media presentations, etc.
 - Develop appropriate evaluation instruments, synthesize event results, and present results in laymen's format.
 - Coordinate with the Administrative Coordinator to see that all appropriate program payments are made.
 - Compile and organize historical records of events.

- Create and maintain appropriate electronic and hard copy files relating to program events.
 - Update master documents relating to each program.
 - Oversee staff support throughout the event process, including coordination of pre-event planning and activities, on-sight supplemental staff assistance, and post-activity wrap up.
 - Other applicable duties as assigned.

- Assist in the development, implementation and management of the AgSafe Fund Development Program. Duties include, but are not limited to:
 - Conducting research relative to prospective grant-making organizations and prospective donors.
 - Synthesize fund development research and present findings, with an assessment of appropriate next-steps, in laymen's format.
 - Draft fund development support materials – annual request letters, sponsorship packages, thank you letters, etc.
 - Develop and write grant proposals, including compiling the necessary support documentation.
 - Develop and write grant compliance reports in accordance to the specified requirements.
 - Coordinate and oversee donor recognitions program.
 - Other applicable duties as assigned.

- Serve as the primary staff contact to the Regional Committees and support their outreach and education endeavors. Duties include, but are not limited to:
 - Providing administrative support at quarterly committee meetings, including:
 - Preparing meeting agendas,
 - Documenting meeting minutes,
 - Coordinating meeting logistics,
 - Facilitating communication with and between committee members,
 - Conducting necessary meeting follow-up activities, and
 - Other tasks necessary to ensure the success of the committee.
 - Actively recruit new committee members.

- Assist each Regional Committee Chairperson in providing timely communication on the committee's activities to the AgSafe Board of Directors.
 - Assist committees in the development of an annual budget and oversee management of that plan.
 - Oversee the development of region-specific collateral and support materials including brochures, invitations, programs, agendas, itineraries, multi-media presentations, etc. Oversee the management of regional training and outreach supplies, including but not limited to audiovisual and computer equipment, printed material, training aides, and other applicable AgSafe property.
 - Other applicable duties as assigned.
- Serve as back-up support to other members of the AgSafe staff.

Ability to:

- Use a computer and other office machines including printers, copiers, mail machine and calculator.
- Research, analyze and evaluate possible options for AgSafe programs.
- Prepare clear and concise correspondence, memorandum, reports, and other written material.
- Independently prepare correspondence and memoranda.
- Communicate clearly and effectively with the President/CEO, Program Manager, co-workers, vendors, members, and clients, orally and in writing.
- Troubleshoot and solve problems.
- Manage time and multi-task efficiently.
- Organize and prioritize tasks.
- Establish and maintain effective working relationships with those contacted in the course of work including members, vendors, seminar and training participants.
- Meet deadlines and remain calm under pressure.
- Pay attention to detail.
- Operate with high professional standards.
- Maintain confidentiality.
- Drive a vehicle.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum five years of responsible program development and management experience preferably within a comparable business environment is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited university with major course work in business administration/management, event planning or a related field.

Licenses:

California driver's license.

Working Conditions

Environmental Conditions:

Office environment; works with computers; uses telephone extensively. Travel to various functions in vehicles or other transportation.

Physical Conditions and Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to:

- Sit for prolonged periods of time;
- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Talk and hear;
- Stand and walk; and
- Lift and/or move up to 25 pounds.

- Drive a vehicle for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The employee must also have the ability to:

- Pay attention and focus;
- Follow instructions; and
- Listen to and comprehend communication from the President and CEO, other AgSafe personnel, members, vendors, seminar and program participants and others.