



# CHICAGO BLACK GAY MEN'S CAUCUS

## Program Manager

### Job Description

#### *Full-Time*

This position offers the opportunity to lead in a broad range of nonprofit management as part of a professional, team-oriented small office. The manager will play a hands-on role in program development and staff supervision.

The role involves direct relationship management and stakeholder engagement; serving as a technical and professional resource both within and outside the agency; and with executive director oversight, the program manager is responsible for supporting and advancing the agency's mission by leading staff's use of project management systems, marketing and communications efforts, document management and storage, and other duties as assigned.

Applicants who have previous nonprofit, health, or social program training are strongly encouraged to apply. Successful candidates will be able to demonstrate ability to navigate programming, volunteer and stakeholder management and have excellent communication skills. An understanding of the philanthropic and the non-profit sector is a plus.

### **MORE ABOUT OUR AGENCY**

The mission of CBGMC is to advance health equity among Black gay, bisexual, and same gender loving men by developing community-centered leadership and innovative programs. Our philosophy is that preventing new HIV infections and ensuring healthcare engagement for those living with HIV can only succeed through community-informed models of work.

#### **Primary Responsibilities:**

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.

- Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Working on strategy with the marketing team.
- Support agency and board communications through notetaking and sending out resources.
- Support basic office operations such as message triage and filing.
- Submit reports and tasks log using project management software.

### **Qualifications:**

- At least 2 years of experience in office or clerical work
- At least 2 years of experience in web design and media management
- A bachelor's degree (or currently enrolled student) in the liberal arts or equivalent work experience
- Ability to take initiative, employ good judgment, and manage projects
- Excellent writing, editing, and proofreading skills
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available for at least 20 hours a week
- Collaborative style with the ability to work efficiently across programs, and stakeholders.
- High degree of personal initiative with ability to meet aggressive strategic goals, work independently and thrive within a creative culture.

### **Benefits**

This is a full-time position with insurance and retirement benefits, including health, dental, life, and disability.

### **Salary**

\$48,000 - \$60,000 annual salary. Based on experience.

Interested parties should visit [CBGMC website](https://chicagoblackgaymenscaucus.org/careers/) to complete an application:

<https://chicagoblackgaymenscaucus.org/careers/>.

Please send questions and concerns to [info@cbgncaucus.org](mailto:info@cbgncaucus.org).

## Non-Discrimination Policy Statement

Chicago Black Gay Men's Caucus values all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please report to agency leadership as soon as possible. Every complaint will be appropriately investigated.