



POSITION DESCRIPTION: Community Programs Manager

Title: Community Programs Manager, Special Kids Connect
Report to: Executive Director
Work Site: Special Kids Connect Monterey office and remote sites, as appropriate
Position: Full-time (35-40 hours/week)
Daily schedule varies; Evening and weekend shifts are possible.

Primary Function: Under the direction of the Executive Director and in collaboration with Special Kids Connect's staff and Board of Directors, the Community Program Manager's role will be to:

- Manage Special Kids Connect's portfolio of REACH community programs to insure they meet the needs of the communities we serve, are financially viable, and are in alignment with Special Kids Connect's mission;
- Support the ongoing development of Special Kids Connect's marketing and resources, both digitally and in print;
- Support SKC's community work in Monterey County, particularly in regard to workshops and outreach activities to underserved populations.

RESPONSIBILITIES

- **Oversee and manage all aspects of Special Kids Connect's portfolio of REACH programs.**
 - Orchestrate the execution of REACH programs. Strive for successful, smooth-running programs, filled to capacity. Use inevitable hiccups, stumbles and failures as opportunities for learning and growth.
 - Insure adequate documentation in project notebooks & Google Drive of the following:
 - Participant paperwork
 - Volunteer paperwork
 - MOUs / contracts with host sites
 - Record of expenditures
 - Survey results
 - Photographs
 - Additional collateral to be retained for historical purposes
 - Obtain and document feedback from participants and their families, host sites and volunteers.
- **Ensure professional implementation and execution of each program.**
 - Identify necessary areas of support and coordinate efforts from fellow staff members.
 - Incorporate support from unpaid sources such as CSUMB interns, Board of Directors, and other volunteers.
 - Insure that program outcomes are aligned with grant funding requirements.

- REACH Program Volunteer Management
 - Develop and implement a plan for recruitment and continued engagement of individuals to fill volunteer spots as participants/coaches in REACH programs.
 - Ensure all necessary release of liability forms are completed.
 - Work with community groups to build alliances for future volunteer possibilities (e.g., schools, churches, etc.).
 - Develop volunteer training curriculum for various programs/settings/target audiences.

- REACH Program Financial Management
 - Work with the Executive Director and Bookkeeper to develop and monitor program budgets for each REACH offering with the goal of achieving sustainability for the REACH portfolio of offerings.
 - Identify opportunities for REACH program revenue, including, but not limited to:
 - Sponsorship opportunities
 - Develop sponsorship levels and sponsor benefits for each level.
 - Solicit community, business and individual sponsors for REACH programs, managing relationships with sponsors to maximize potential for future engagement with Special Kids Connect.
 - Grant opportunities
 - Work with the E.D. to identify potential areas for grant support.
 - Strategize program structure in alignment with grant funding potential.
 - Identify opportunities for REACH program expense reductions.
 - Seek operational efficiencies.
 - Identify areas for potential cost reductions in future programs.

- Support communication and public relation efforts for Special Kids Connect’s various programs, including (but not limited to) the following:
 - REACH: Online registrations (e.g., Eventbrite) and promotional materials and content for print and digital distribution.
 - REACH: Maintaining a professional and caring dialogue with families of participants and volunteers.
 - SKC’s Resource Directory: Supporting updates to both print and online versions
 - SKC’s Early Start Child Portfolio
 - Social Media posts
 - Monthly E-newsletter

- Provide monthly written updates for SKC’s Board of Directors

- Support Special Kids Connect’s small but mighty staff with other community programs, such as workshops, events and outreach activities, as needed.

Qualifications / Skills

The ideal candidate will demonstrate:

- Exceptional communication skills, both oral and written, with exemplary command of the English language, spelling, composition, and grammar

- A proven ability to lead and manage multiple projects simultaneously, developing realistic timelines and adhering to internal and external deadlines
- Financial / budgetary management experience
- Experience in leading multidisciplinary teams
- Strong professional ethics, integrity, and accountability in all actions
- A proactive and enthusiastic approach to projects that draws from an entrepreneurial spirit, a growth mindset, and an ability to inspire action in others
- Excellent organizational skills
- Proficient in Microsoft Word, Excel and Adobe Creative Suite
- A track record of advocating for the inclusion of individuals of all abilities in community settings
- Fluency in English and Spanish (oral and written)

Education / Experience

- Bachelor's Degree or higher preferably in one of the following areas: Nonprofit Management, Business, Marketing, Education, Social Work, Human Behavior / Applied Behavior Analysis (ABA), Psychology or related fields
- MUST be bilingual in English and Spanish
- Must pass background check
- Previous work with youth, families and/or individuals with developmental disabilities is preferred