

Job Description: Manager of Programs & Outreach

Position Title: Manager of Programs & Outreach

Reports To: President & CEO

Employment Type: Full-time, Exempt

Location: Bryan-College Station, TX, and the surrounding counties

Position Overview:

The Manager of Programs & Outreach plays a critical role in advancing UWBV's long-term goals by managing high-impact programs and cross-functional projects that support strategic initiatives. This position is responsible for planning, executing, and evaluating programs and projects that align with the organization's mission and strategic priorities. The Manager of Programs & Outreach will work closely with executive leadership, program & grant teams, and external stakeholders to ensure that programs and projects meet their objectives, stay on schedule, and deliver measurable outcomes. This position oversees key initiatives, including the Early Literacy Program, Ride2Health, Volunteer Brazos Valley, and Community Outreach, and provides support for Community Impact Grants/Investments in collaboration with the Grants Manager. The Manager will lead project planning, volunteer coordination, performance tracking, and community outreach, ensuring that each initiative aligns with our mission and delivers measurable outcomes.

Key Responsibilities:

1. Programs and Projects Planning & Execution

- Develop, manage, and execute strategic programs and projects from initiation to completion. Programs include Early Literacy Programs, Ride2Health, Volunteer Brazos, Community Outreach, Community Impact Grants, and Partnerships
- Collaborate with leadership to define goals, objectives, timelines, and resource needs.
- Create detailed plans, including timelines, task assignments, and risk assessments.
- Track and monitor progress, adjusting as necessary to stay aligned with goals and deadlines.

2. Cross-functional Collaboration

- Work closely with internal departments, including program and project teams, finance, grants, and communications, to ensure seamless integration and alignment.
- Coordinate and facilitate cross-functional team meetings, ensuring clear communication and efficient workflows.
- Serve as the main point of contact for stakeholders, both internal and external, fostering strong working relationships.

3. Monitoring & Evaluation

- Define and track performance metrics to measure program and project impact and success, including the metrics for grant requirements.
- Conduct regular evaluations to identify areas for improvement and inform future planning.

- Prepare and present reports on status, outcomes, and lessons learned to leadership and other stakeholders.

4. Risk Management & Problem Solving

- Identify and assess potential program and project risks and develop mitigation strategies.
- Address any obstacles or issues that arise, employing strong problem-solving skills to maintain progress.
- Proactively communicate with leadership regarding project risks, changes, or challenges.

5. Budgeting & Resource Allocation

- Work with the President & CEO and others as appropriate to develop project budgets, monitor expenditures, and ensure efficient use of resources.
- Manage resources effectively to maintain budgetary compliance while maximizing impact.

6. Strategic Planning Support

- Support leadership in the development and execution of the UWBV's strategic plan.
- Participate in strategic planning sessions, providing insights and recommendations based on project outcomes and industry trends.
- Contribute to organizational growth by identifying opportunities for innovation and process improvement.

Required Qualifications:

- Bachelor's degree in nonprofit management, public administration, education, or related field or equivalent combination of training and experience
- 1 year experience in program coordination, community outreach, or project management
- Strong communication, organization, and relationship-building skills
- Ability to manage multiple projects simultaneously with attention to detail

Preferred Qualifications:

- 3+ years of experience in program coordination, community outreach, or project management
- Bilingual (English/Spanish)

To apply: Email your resume and cover letter to: president@uwbv.org