



**MORE THAN NEW OUTFITS.
NEW OUTLOOKS.**

Program Manager Job Description

Summary:

Shoes and Clothes for Kids (SC4K), established in Cleveland in 1969, is a non-profit organization dedicated to improving K-8 school attendance by eliminating the lack of appropriate clothing, shoes, and school supplies as barriers. The organization is seeking a passionate, knowledgeable, and experienced program professional to join our team to manage the programs that support and enhance the SC4K mission.

More information about SC4K programs and their impact can be found at www.sc4k.org.

Program Manager Responsibilities:

- Supervise program, warehouse, and temporary staff, high school work-study students, summer interns, and seasonal workers. Complete annual goal-setting and performance reviews of these employees.
- Manage all inventory distributions, from planning and purchasing to distributing and reporting.
- Evaluate program effectiveness and growth opportunities, including service areas, program participants, and methods of product distribution.
- Assess educational requirements and trends in SC4K service areas to keep program strategies relevant to current participants' needs.
- Foster and facilitate meaningful communication and experiences with teachers, staff, external partners, volunteers, and others to develop and enhance SC4K programs.
- Write and send monthly newsletters to teachers and partners.
- Work with the Development team to ensure donation requests/proposals include program needs and make sure required deliverables are achieved and supporting data is available for reporting to funders, board, committees, and the community.
- Assist volunteers and staff, when needed, to receive, sort, store, stock, and pack shoes/passes, clothes, and school supplies.
- Manage inventory procurement including both purchasing and in-kind donations with an annual fair market value of over \$3 million.
- Coordinate delivery and pickup of purchased and donated inventory.
- Coordinate collection drives, including the Annual Fox 8/SC4K Stuff the Bus.
- Manage the annual physical inventory audit.
- Assist Finance Director and Executive Director with the preparation of the annual organization budget.
- Serve as staff representative to the Product & Services Committee.

Position Requirements:

The Program Manager is a full-time position that reports to the Executive Director. Some evening hours and weekend days are expected. A Bachelor's degree is required, along with 3-5 years of experience in program and/or project management.

The ideal candidate will:

- Strong relationship builder, who can manage funder relationships
- Be self-motivated and detail-oriented.
- Possess excellent oral, written, and interpersonal skills, including the ability to present information to Board of Directors, committees, partners, school personnel, and volunteers.
- Be able to problem solve and multi-task with changing priorities.
- Be able to work independently and as part of a team.

- Have organizational skills that make full use of diverse groups of volunteers, interns, and staff.
- Have high-level proficiency with Microsoft Excel, OneDrive, Outlook, PowerPoint, and Word, as well as general comfort with technology. Inventory Management Systems experience is a plus.
- Have a valid driver's license, comfort driving a cargo van, and meet SC4K insurance requirements
- Have personal qualities of integrity, credibility, and commitment to the mission of the organization.

Compensation:

\$50,000 - \$60,000 annual salary range, based on experience

**For consideration, please email your cover letter and resume to
Linda Mangosh, SC4K Human Resources Committee Chair,
at hr@sc4k.org with the subject line: Program Manager Job Opening.**