



PROGRAM MANAGER JOB DESCRIPTION

ORGANIZATION OVERVIEW:

Shoes and Clothes for Kids (SC4K) is a mission-driven nonprofit organization dedicated to break barriers to school attendance by providing new shoes, clothes, and school supplies for students in need. Through partnerships with schools, educators, and community organizations, SC4K ensures that children have access to essential items that boost confidence, improve attendance, and enhance academic success. More information about SC4K programs and impact can be found at www.SC4K.org.

POSITION SUMMARY:

SC4K seeks a mission-driven Program Manager to lead and enhance core programs. This role oversees staff, product procurement, distribution, and program impact while fostering community partnerships. Focused on growth and efficiency, the Program Manager ensures effective service delivery and expanded reach to support children and families.

KEY RESPONSIBILITIES:

- **Program Leadership & Strategic Management:**
 - Develop, implement, and manage program strategies to align with organizational goals and community needs.
 - Lead the planning, execution, and evaluation of all programs to ensure quality and measurable impact.
 - Analyze program trends, challenges, and opportunities to recommend and implement improvements.
 - Ensure compliance with all regulations, policies, and funder requirements.
 - Act as staff liaison to the Programs & Services Committee to provide guidance and support.
- **Staff Supervision & Team Development:**
 - Provide strong and effective leadership to program staff, including work-study students, interns, and seasonal workers.
 - Recruit, onboard, train, and manage staff in a way that fosters a positive and productive team environment, provides constructive feedback, and offers professional development opportunities.
 - Hold regularly scheduled team meetings, performance check-ins, and annual goal-setting reviews.
 - Delegate tasks effectively to empower others.
 - Promote a culture of collaboration and accountability that builds a cohesive and motivated team with high morale and retention.
- **Product Procurement & Distribution Oversight:**
 - Plan, manage, and oversee the procurement of more than \$3M in purchased and in-kind inventory to meet program demands while maintaining cost-effectiveness.
 - Oversee the planning and reporting on all inventory distributions.

SHOES AND CLOTHES FOR KIDS

- **Program Evaluation & Improvement:**
 - Develop and implement evaluation frameworks for each program that assess effectiveness and impact.
 - Collect, analyze, and interpret data to identify areas for improvement and growth.
 - Prepare and present program reports to stakeholders, including board members, funders, and community partners.
 - Stay informed on current school supply and dress code requirements and needs within SC4K service areas.
- **Stakeholder & Community Engagement:**
 - Cultivate and maintain strong relationships with teachers, partners, volunteers, and community organizations.
 - Facilitate meaningful communication and collaboration with stakeholders.
 - Develop and distribute regularly scheduled newsletters and other communication materials.
 - Represent SC4K at community meetings, events, and conferences.
- **Development & Fundraising Support:**
 - Collaborate with the Development Team by providing program data to ensure program needs are accurately reflected in funding proposals and reports.
 - Ensure timely and accurate reporting on program deliverables to funders, board members, and other stakeholders.
- **Financial & Administrative Support:**
 - Assist the Finance Director and Executive Director in preparing and managing the organization's annual program budget.
 - Monitor program expenses and ensure adherence to budget guidelines.
 - Maintain accurate program records and documentation.

QUALIFICATIONS:

- **Education & Experience:**
 - Bachelor's degree in Management, Non-Profit Management, Human Services, or a related field (or equivalent experience).
 - Proven experience in program management, staff supervision, and community outreach.
- **Leadership & Team Management:**
 - Thrives in a fast-paced, collaborative environment, demonstrating flexibility and the ability to adapt to changing priorities.
 - Proven ability to effectively lead, manage, and motivate diverse teams, including staff, interns, and volunteers.
 - Ability to work independently while fostering a collaborative team environment.
 - Ability to think critically, adapt to changing priorities, and take initiative to resolve challenges in a fast-paced nonprofit environment.



- **Program Management Expertise:**
 - Demonstrated experience in program planning, implementation, evaluation, and reporting.
- **Communication, Interpersonal & Collaboration Skills:**
 - Strong written, verbal, and interpersonal communication with the ability to build and maintain strong relationships with diverse stakeholders.
- **Public Engagement:**
 - Comfortable and confident in engaging with diverse audiences, including families, school personnel, volunteers, community partners, corporate representatives, boards, and committees, with the ability to present complex information clearly and concisely.
- **Language Skills:**
 - Bilingual (preferred but not required).

WORK ENVIRONMENT:

- Occasional travel within the community may be required.
- Flexible work hours may be necessary for outreach events and meetings.

BENEFITS:

- Contribute to a mission-driven team making a tangible difference in children's lives.
- Professional development and training opportunities.
- Collaborative and mission-driven work environment.
- Hands-on experience in program coordination, community outreach, and data management.
- Skill-building in communication, public speaking, and stakeholder engagement.
- Exposure to nonprofit operations and the opportunity to develop leadership skills.
- Networking opportunities with community organizations and local leaders.

Compensation:

\$50,000 – \$60,000 annual salary, 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 Application.**