



a precious child
EMPOWERING KIDS TO SUCCEED

Programs Manager
Broomfield, Colorado

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

In working towards helping A Precious Child meet its overall objective of providing opportunities and resources for children in need, the Programs Manager is responsible for the execution of all programs which includes program development, delivery and execution, as well as, program related fundraising and volunteer management.

Hours: Full-Time, Exempt, with some evenings and weekends

Reports To: Vice President of Programs and Evaluation

Areas of Responsibility:

- Ensure ongoing programmatic excellence
- Lead all aspects of seasonal program coordination and implementation including collection drives, agency partner relationships and volunteer supervision
- Initiate and foster relationships with points of contact at schools, businesses and organizations that partake in our programs as donors, volunteers or sponsors
- Work with the Resource Center to determine highest need items and research potential in-kind drive prospects in order to receive these items
- Manage all in-kind drives regarding outreach, driver logistics and scheduling, and post-drive follow-up
- Conduct follow-up and coordination with clients and agency partners in regards to A Precious Child's scholarship programs
- Programs related data entry while maintaining accurate records within our database
- Manage A Precious Child's Inspiring Minds Center through staffing, purchasing, and data entry
- Research, purchase materials and distribute Inspiring Minds Center STEM Kits to children in the Inspiring Minds Center and through Agency Partner relationships
- Support program volunteers and interns
- Support development efforts in regards to programming
- Adhere to organizational safety and OSHA standards
- Supervise and support program staff, volunteers and interns including volunteer groups
- Other duties as assigned

Experience and Qualifications:

- Enthusiasm and passion for A Precious Child's mission and vision
- Bachelor's degree, with at least one year of management experience or equivalent

- Excellent organizational and project management skills with the ability to achieve strategic objectives, manage budgets and action plans
- Proficient in Microsoft Office Suite
- Excellent oral communication, presentation, listening, and interpersonal skills
- Possesses excellent relationship management skills; the ability to work effectively with clients, donors, volunteers and staff; displays mature judgment, superior diplomatic skills; highly developed listening skills, as well as excellent verbal and written communication skills
- An extremely high degree of professionalism and integrity
- Must be able to manage competing demands and handle multiple duties simultaneously
- Effective and efficient group volunteer management experience
- Fundraising and finance experience
- Must be a self-starter who is motivated and outgoing
- Extensive experience in donor relations including corporate donor recruitment, communications and stewardship
- Ability to work a flexible work schedule, including occasional weekends and holidays
- Physical ability to lift at least 30 pounds as well as stand and be physically active for long periods of time
- Must provide proof of identification and eligibility to work in the United States.

Compensation: Commensurate with experience.

To Apply: Please email cover letter, salary requirements, and resume to Brittany Polinski at Brittany@APreciousChild.org and put "Programs Manager" in the subject line. Please speak to your experience in the following areas in your cover letter: group volunteer management, fundraising, finance, donor relations, corporate donor recruitment, corporate donor communications and corporate donor stewardship.

For more information about A Precious Child visit APreciousChild.org