



## **Program Manager Job Description**

Pivotal New Mexico is a 501(c)(3) nonprofit organization helping organizations get the funding they need to achieve their charitable and social missions. Through our programs, organizations access new sources of funding, grant writers apply for and manage grants with confidence, and our community becomes stronger. We train, advise, and support organizations in the search for funding. The Program Manager will support Pivotal New Mexico's Grow New Mexico program to assist New Mexico organizations in successfully funding their projects.

### **SUMMARY:**

Primary responsibilities include leading efforts for Pivotal New Mexico in the areas of project management, administration, and community interaction, and providing other relevant work and data as needed. The qualified individual must be highly dependable with the ability to take direction, work independently, have strong individual drive and motivation, be able to work efficiently, have a sense of humor, use independent judgment, and produce a quality work product. Previous experience will demonstrate a positive employment history, with strong writing ability, communications and organizational skills. Work is performed under the direction of the Chief Executive Officer (CEO).

### **DUTIES AND RESPONSIBILITIES:**

- Lead efforts around Grow New Mexico-related projects, contracts, and grants.
- Represent Pivotal New Mexico in community meetings and forums.
- Market and promote Pivotal New Mexico to nonprofit and government organizations across New Mexico, and as appropriate, in national venues.
- Research and write project proposals, materials, and edit grant submissions.
- Work with governmental entities and non-profits to develop project proposals, seek funding, and troubleshoot projects.
- Manage outside consultants involved in Pivotal New Mexico projects.
- Support the organization's fundraising efforts, which may include development and submission of grant proposals.
- Adhere to project budgets.
- Write reports to funders on the progress or completion of relevant program activities, as requested.
- Communicate frequently with clients, follow up on requests, and provide them with updates.
- Provide program support to the Pivotal New Mexico leadership team (including the Board of Directors), as needed.
- Produce internal reports and monitor program metrics for the Grow New Mexico program. Present and report on findings.
- Assist staff with other relevant duties, as requested.
- Special projects as needed.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge, Skills, and Abilities** – Strong project management skills including in complex, multifaceted projects and ability to build ideas and processes from the ground up. Working knowledge of funding sources and funding processes.
- **Education and/or Experience** – Bachelor's degree required; master's degree preferred; minimum of two years related experience.
- **Communication Skills** – Ability to write detailed reports and correspondence as well as summarize complicated information for a variety of audiences; ability to speak effectively before internal and external audiences; ability to listen well, follow direction, and get clarification as needed; participation in meetings. Experience and interest in working with a high-performance, collaborative, constructive peer group.
- **Mathematical Skills** – Ability to calculate figures and amounts, create budgets, analyze percentages, use Excel effectively.
- **Reasoning Ability** – Ability to solve practical problems and deal with variables in deadline-driven situations; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Professionalism** – Behave with grace under pressure; treat others with respect and consideration regardless of status or position; accept responsibility for own actions; follow through on commitments; maintain professional appearance.
- **Planning and Organizing** – Ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Dependability** – Ability to meet multiple deadlines; follow instructions; respond to management direction; commit to reaching goals; keep commitments; complete tasks on time.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), internet and database applications.
- **Certificates, Licenses, Registrations** – Valid New Mexico driver's license with clean driving record and proof of automobile insurance.

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Position involves light physical effort. Tasks may involve extended periods of time at a keyboard or workstation. Occasional travel by car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPENSATION:**

- \$55,000 - \$60,000 annually, based on experience.
- Benefits to include paid time off, SIMPLE IRA (with up to 3% employer match), and Health Reimbursement Arrangement.
- This position is a full-time, non-exempt position with expected hours approximately 40 per week.

### **TO APPLY:**

Email a cover letter and resume to [terry@pivotalnm.org](mailto:terry@pivotalnm.org)