
Program Manager (Contract / Part-Time)

About The Encantado Foundation:

The Mission of The Encantado Foundation is to stimulate the development of hire-ready candidates for STEM-related positions, particularly in the areas of cyber security, application development and management, and IT operations. The Foundation seeks to foster the professional development of individuals who wish to be a part of the digital workforce — including those from underrepresented communities in technology careers, while also reshaping the way that workforce resources are acquired by technology-related employers. Since 2022, The Encantado Foundation has awarded over \$970,000 to charitable organizations and educational institutions serving Central and Northern New Mexico.

Program Manager Description Overview: The Program Manager will serve The Encantado Foundation's mission in three critical areas: (1) Grantmaking Program Management, (2) Content Development, and (3) Social Media Messaging. The Program Manager will primarily manage the Foundation's grantmaking activities, which includes three competitive cycles for the hire-ready Impact Grant (one cycle) and STEM access Community Based Grants (two cycles), respectively.

Responsibilities:

General program management (50%):

- Implementing 6 distinct grantmaking phases (Pre-Launch, Launch, Review, Awards Selection, Monitoring, and Closing).
- During grantmaking phases, Program Manager will work closely with the respective Grant Selection Committee Chairs & Members to select, award, and monitor grant programs.
- Host virtual and/or in-person information sessions to communicate grant programs to applicants.
- Manage due diligence process to assess charitable organization's status prior to distributing grant award.
- Field inquiries from grantees and prospective grantees.
- Prepare review selection timelines and coordinate selection review meetings with committee members, both in-person and virtually.
- In partnership with Executive Director, write and deliver feedback to declined grantees.
- Implement reporting schedule to support grant monitoring and closing activities.
- Coordinate grantee site visits in partnership with grantee leadership.
- Manage interview schedule for grant interviewees, as needed.

General content creation activities (35%):

- Develop a close and intricate understanding of the grantees and funded efforts, which will benefit monitoring, content creation, and social media messaging.
- Create and communicate content about Foundation related grantees and their funded efforts in collaboration with Executive Director, i.e. industry specific announcements and other Foundation related news.
- Support content creation for the Foundation's News Blog for stakeholder access.

- Update website with special event content shared by partners.
- Partner with cross-functional teams and vendors to co-create content for digital & print collateral material, such as brochures, infographics, one-page sell sheets, and other annual publications.
- Upload content for website's blog and calendar maintenance, as needed.

General social media messaging activities (15%):

- Create a social media posting schedule to communicate Foundation news, grantee highlights, and mission-based messaging.
- Partner with cross-functional teams, as needed, to create social media templates for use in news announcements and grantee highlights.

Qualifications

- Although hybrid, this role is based in New Mexico and will require New Mexico residency for occasional in-state travel.
- Proven ability to successfully manage multiple projects and/or programs.
- Strong written communication skills.
- Experience managing and directing leadership volunteers and stakeholders.
- Excellent content creation skills, specifically for use in sell sheets, brochures, infographics, blogs, charts, FAQs, and social media posts.
- Broad understanding of nonprofit organizations and organizational structures.
- Interest in advancing STEM hire-ready initiatives and opportunities in Central and Northern New Mexico.
- Nonprofit contracting experience.

Desired Experience and Skills

- Associates Degree in Business Management or related field; equivalent years of professional experience.
- 1-3 years charitable grantmaking experience.
- Social media marketing principles, specifically nonprofit organizations.
- Research skills for identifying, communicating, and citing industry related statistics.
- Ability to work with a cross-functional team to support content creation and social media.
- Problem solving across various systems and tools, such as websites, social media, and content production tools.
- Copy writing skills.

Anticipated Tools for Use in Role

- Meetings: MS Teams and Zoom
- Graphic Design Tools: Canva
- Social Media: LinkedIn and Facebook
- Website: WordPress
- Surveys: WordPress Forms & SurveyMonkey
- MS Office Suite (Word, PowerPoint, Excel, Outlook)

For best consideration, please email a cover letter and resume to info@theencantadofoundation.org by Monday, September 23, 2024.