



- **Are you looking for a place to work with a strong culture of philanthropy where you can make an impact in the fight against cancer?**
- **Do you like working with high-achieving college students?**
- **Would you like to travel to Alaska in August?**

Then read on for the opportunity for you!

Position: Program Manager
Reports to: Executive Director
FLSA Status: Full-time, exempt
Pay Range: \$60,000 to \$70,000/year

ORGANIZATION SUMMARY

Texas 4000 for Cancer (Texas 4000) is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80 students from diverse backgrounds from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program. Texas 4000 empowers each student to raise \$4,500, ride 2,000 training miles with his/her student team, volunteer more than 50 hours in the community, and play an active role in planning every aspect of the ride by attending weekly meetings and taking leadership positions within the student team. The program culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer.

POSITION SUMMARY

Texas 4000 for Cancer is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80+ students from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program which culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer.

Texas 4000 for Cancer is seeking a full-time Program Manager to administer the leadership development program, focusing on the program's big picture goals and key partnerships. The Program Manager oversees all aspects of Texas 4000's leadership development program, including curriculum planning, policy review and recommendations, recruitment, orientation of program participants, summer ride planning, and evaluation and reporting on programmatic performance, to ensure riders meet or exceed requirements. This position reports to the Executive Director and supervises the work of the Program Coordinators (2), who are focused on the day-to-day activities and mentorship of the student team members.

We are seeking someone with experience building, motivating, mentoring, and leading teams, and who enjoys working with college students to foster and develop their leadership skills. The ideal candidate is creative, solution oriented, patient, good humored, personable, professional, organized, likes collaborating and working as a member of a small staff, and is passionate about the fight against cancer.



KEY RESPONSIBILITIES

- Manage and execute all aspects of the leadership development program and curriculum.
- Supervise and mentor the Program Coordinator(s) and delegate work to achieve goals.
- Train and mentor the student team's leadership to facilitate growth in their leadership skills.
- Perform weekly check-ins with student team leadership and evaluate progress each semester.
- Oversee accountability and discipline within the student team and adherence to Texas 4000's policies and procedures.
- Manage the student team recruitment process with a focus on inclusion, diversity, and equity.
- Oversee the student team's fitness and safety program and cycling training.
- Manage all aspects of the 70-day summer ride and the student team's preparedness.
- Cultivate and steward relationships with vendors, sponsors, UT administration, alumni, and others to support program activities.
- Present bi-monthly program status updates to the Board of Directors and Board Program Committee.
- Provide support to the Executive Director to manage program expenses and contracts and needs of the Board of Directors.

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

This is not a traditional Program Manager role, and requires occasional evening and weekend work, summer travel to meet the team along their routes, and to Alaska when they finish their ride. All of our staff adopt a flexible working schedule to balance time spent during non-traditional working hours.

Some or all of these would be great to see in the ideal candidate's background:

- Team player with commitment to cultivate young leaders and fight cancer.
- Bachelor's degree and minimum of three years of work experience developing young adults. Background in leadership-based programming or social work preferred.
- Enthusiastic about mentoring college students, leadership development, and the pursuit of an active and healthy lifestyle.
- Experience in leadership development and mentoring, building, motivating, and leading teams with a diverse group of people.
- A highly organized, focused, self-motivated, resourceful individual with excellent written and verbal communication skills.
- The ability to prioritize among competing priorities and multi-task across a broad spectrum of collaborators to meet deadlines.
- Strong work ethic and ability to work flexible hours, including nights (e.g. Monday night student team meetings, ride director meetings), weekends (e.g. Skills clinics, training camp, half-century cycling test and century cycling test) and other meetings with student/riders (e.g. board meetings, 1-on-1s with riders) as needed.
- Cycling and training background and/or alumni of Texas 4000 or similar cycling program desirable.



Benefits

- Health Insurance - 75 percent paid for by organization
- Dental Insurance - 90 percent paid for by organization
- Vision Insurance - 100 percent paid for by organization
- Generous and flexible Paid Time Off (PTO)
- Holidays
- Travel across the country during the summer to see the riders and visit with donors. With approval, travel can be extended to include personal visits
- Flexible work environment
- Strong organizational culture of philanthropy
- Selected professional development opportunities paid for by organization

How to Apply

If you are ready to join the fight against cancer and lead Texas 4000's leadership development program, please email your resume and cover letter to info@texas4000.org by February 17th. Cover letter should include your experience and accomplishments in teaching, mentoring, coaching, and

About Texas 4000 for Cancer

Our Mission

Texas 4000's mission is to cultivate student leaders and engage communities in the fight against cancer.

We share hope, knowledge and charity through leadership development, grantmaking, and our cornerstone event, a 4,000+ mile bike ride from Austin to Anchorage.

Our Vision

Texas 4000 envisions a world where all students can become leaders in creating a cancer-free future.

Texas 4000 Leadership Development Program Eight Foundational Leadership Skills:

1. Self-Awareness
2. Communication
3. Resiliency
4. Efficient Planning
5. Peer Respect
6. Situational Leadership
7. Technical Knowledge & Skills
8. Vision & Action

Number of Board Members: 11

Number of Staff: 6

Find out more at www.texas4000.org