

Texas 4000 for Cancer
Position Announcement

Job Title: Program Manager

Job Status: Full Time

Reports To: Executive Director

FLSA Status: Exempt

Summary: Oversees all programmatic components of the Texas 4000 for Cancer leadership development program, including recruitment, onboarding, curriculum planning, supervision, and mentoring of the program participants. Supervises, coaches and supports the Program Coordinator. Oversees Summer Ride planning and city events, evaluating and reporting on programmatic performance, reviewing and recommending policies and ensuring riders meet or exceed program requirements for training, philanthropy, and community service. Supports the Executive Director with grant committee processes, external relations and community engagement opportunities, supports financial reporting and coding, provides support to the Board of Directors and collaborates with staff on fundraising and other special events. Ensures effective social media efforts on behalf of Texas 4000.

Key Responsibilities:

Program:

Oversee all aspects of the Texas 4000 leadership development program, including but not limited to:

- Plan and manage the recruitment process for riders
- Conduct high level curriculum planning for each team's onboarding semester and ride year semester, focused on continued enhancement of the 8 Foundational Skills on which the program is based
- Secure guest speakers
- Select, mentor, and train executive peer leaders (Ride Directors & Executive Leadership) each year so that they may lead the rest of their team of 70-85 students (includes weekly group meetings, weekly one-on-one coaching, and other additional support)
- Provide oversight and supervision of the team's fitness and safety program (including Saturday workouts, Saturday rides, Training Camp, skills clinic, etc.), with an emphasis on safety at all times
- Ensure an excellent experience for all students in the program at any given time by providing one-on-one mentorship, leadership coaching, and active support through trainings structured to enable each student to raise their minimum \$4,500, ride 2000 training miles, and volunteer 50 hours in the community
- Manage the Texas 4000 summer ride, ensuring adherence to set policies and safety procedure and facilitating team cohesion and optimal summer experience.
- Planning of all city events along the summer ride, with details passed on to staff person who will be attending
- Maintenance of rider check in process and continued reporting over the course of the ride
- Supervise and work closely with the Program Coordinator to effectively accomplish our program goals
- Assist the Program Coordinator with goal setting for personal growth and help him/her to achieve set personal goals

Financial/Administrative:

- Provide support to, and collaborate with accountants on financial coding
- Assist with accounts payable and check request processes

- Support finance process at the office (weekly check and cash processing, tax receipting, etc.), including maintenance of records
- Assist with the audit as needed each year
- Troubleshooting of any issues involving Kintera
- Provide routing reports to the Executive Director, supports board committees, and attends board meetings to provide program-related updates
- May support the Executive Director on managing programmatic insurance policies

Other:

- Collaborate on design work for organizational collateral, including yearly Sponsorship Guide, promotional materials for Rider Cup & ATLAS, the ATLAS t-shirt, and other small projects throughout the year
- Supports merchandise management and execution at Homecoming Bash, ATLAS Kickoff, ATLAS, City Events, and the Tribute Gala.
- Ensure oversight of all of the organization's social media channels (Facebook, Twitter, Instagram)
- Planning and execution of ATLAS Kickoff event in collaboration with Special Events Coordinator and other staff
- Supports the Executive Director with the Grants Committee including stewardship of the process, selection of members, and participating in meetings
- Supports the Special Events Coordinator with the Tribute Gala registration process, including all aspects of guest names, table placement, and day of adjustments
- Partners with the Executive Director and other staff to represent Texas 4000 in the community and identifying opportunities for community engagement.

Qualifications and Capabilities:

- College degree or equivalent work experience preferred. 3+ years of relevant program management experience. Prior experience with Texas 4000 or similar cycling events preferred. Texas 4000 alumni are highly encouraged to apply.
- Experience working with college students, board members and interns
- Commitment to accuracy, excellent attention to detail, highly efficient and conscientious about thorough follow-up
- Skilled communicator, with superior interpersonal, verbal and written skills
- Strong technology skills, including internet and cloud-based documents
- Personable, yet professional, maintains confidentiality
- Must have a mature work attitude, reliable and resourceful
- High degree of initiative, self-motivated, resourceful
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization
- Highly organized and exceptional time management skills.
- Ability to work well under pressure, meet or exceed continuous & multiple deadlines and evolving priorities
- Moderate local and national travel is required
- Willingness to work nights, weekends and holidays as necessary for program requirements
- Patience and good humor

To apply, please email your cover letter and resume to david@texas4000.org no later than July 25, 2016.