



## Program Manager Position Description

Park Pride is an Atlanta-based nonprofit founded in 1989. Our mission is to engage communities to activate the power of parks. Most of our programs and services focus on fostering engagement at the local level to support local neighborhood parks within the City of Atlanta and DeKalb County.

**Job Description:** Park Pride is seeking a highly motivated, organized Program Manager with a passion for parks and for working with local communities. The Program Manager's primary responsibilities are administration of the Grantmaking and Fiscal Sponsorship Programs. This position reports to the Associate Director and works closely with Friends of the Park (FOP) and Visioning program staff.

**Grant Programs** include: Small Change Grants, Community Building Grants and Legacy Grants. Park Pride awards 25-30 grants per year totaling over \$1.25 million.

Through the **Fiscal Sponsorship Program**, Park Pride accepts contributions on behalf of FOP groups for park improvements. In 2019, more than 50 groups raised over \$247,000 for park improvements through this program.

**Responsibilities:** This is a full-time position with additional weekend and evening hours as needed. Responsibilities include, but are not limited to:

### **Grant Programs**

- Cultivate geographically diverse applications
  - Build and maintain strong, collaborative working relationships with FOP groups, government partners, Grant Review Committee
  - Provide technical assistance and capacity building resources to help FOP groups put together viable projects and strong grant proposals
- Provide support to prospective applicants
  - Provide guidelines, application materials
  - Conduct Grant Information Workshop
  - Coordinate grant project approval with the FOP groups and the City of Atlanta, DeKalb County and other jurisdictions as required
  - Schedule and attend site visits with all applicants
- Engage Grant Review Committee
  - Coordinate committee meetings, create meeting materials
  - Distribute application materials with committee members
  - Coordinate committee participation in site visits
  - Share site visit notes with committee members
  - In consultation with Associate Director and Grant Committee Chair, prepare award recommendations for review and discussion with grant committee.
- Coordinate Awards and Track Implementation
  - Notify applicants
  - Prepare and distribute grant award packets coordinate reporting
  - Conduct Grantee Workshop

- Track program metrics including grant and matching grant expenditures
- Conduct monthly check-ins with grantees
- Ensure semi-annual and final grant reports are submitted
- Provide grant reports for Board of Directors and program funders as needed

### ***Fiscal Sponsorship Program***

- Provide guidelines, application materials, etc. to prospective applicants
- Provide day to day assistance with program related questions
- Communicate with program participants, ensure adherence to program policies
- Process payments and reimbursements as well as contributions
- Facilitate monthly reporting to Fiscal Sponsees
- Track program metrics

### **Qualifications**

- Professional with 3-5 years of experience in non-profit program administration, grant administration, outreach and community engagement, or community capacity-building
- Passion for parks
- Ability to multitask and maintain flexible schedule
- Effective written and verbal communication skills, including public speaking
- Experience maintaining organized and thorough records
  - Able to take accurate and thorough notes
  - Able to develop and maintain effective tracking structure
- Detail oriented, meticulous, strong work ethic
- Proficient in Microsoft Office, especially Word and Excel
- A bachelor's degree in a relevant field is required.

### **Application Information**

Please submit a resume and letter of interest to [hr@parkpride.org](mailto:hr@parkpride.org). Please put "Program Manager" in the subject line of the email. No phone calls please. After the application deadline, you will receive communication about next steps in the process. Park Pride provides a competitive benefits package. Salary range is between \$42,500-\$47,500. The application deadline is November 6<sup>th</sup>, with an anticipated start date for the position of January 4<sup>th</sup>, 2020.

Park Pride is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. We actively welcome and encourage diverse candidates to apply.

To learn more about Park Pride visit [www.parkpride.org](http://www.parkpride.org).