

HopeKids, Inc.

Program Manager – North Carolina Chapter

Position: Program Manager (Salaried, Full-Time exempt)

Location: North Carolina Chapter

Reports to: Brittany Reuchel, Executive Director

Benefits: Flexible work hours, work-from-home, individual health care covered 100% (medical, dental, optical), 401(k) with 4% match, cell phone with unlimited data, mileage and internet reimbursement, PTO starting at 15 days (plus 8 public holidays)

Position Summary: The Program Manager will work under the direction of the Executive Director to provide an ongoing calendar of events for HopeKids families, which fosters a sense of hope and community within the program, while also assisting with necessary operational functions. The Program Manager should be highly relational, outgoing, polite, and friendly, and able to cope with the emotional strain of working with children facing life-threatening conditions.

Requirements:

- A strong passion for the work and mission of HopeKids
- Agree to serve within our [Vision, Mission & Guiding Principles](#)
- Act in accordance with the organization's policies and procedures
- Demonstrated ability in establishing and maintaining relationships with community partners, corporate and individual donors, and volunteers.
- Bachelor's degree
- Minimum three years of non-profit or similar experience.
- Must reside in the Charlotte metropolitan area
- Flexible work hours requiring nights and weekends
- Must be able to work from home and have a designated office space
- Must pass a comprehensive background check
- Must have a reliable and insured vehicle to be used to transport event materials and supplies
- Must have a valid driver's license and acceptable driving record
- Required to transport materials weighing up to 30 pounds from a vehicle to a building, as well as prepare facilities for events, with or without assistance
- Travel interstate in mid-July for the annual all-staff retreat

Main Responsibilities:

- Plan, coordinate, and implement HopeKids' ongoing calendar of events
- Attend HopeKids events (both in-person and virtual) and oversee/assist with all necessary details that involve working with event partners; maintaining accurate registration lists; distributing tickets; coordinating and directing volunteers; taking photographs; interacting with families; and appropriately acknowledging program partners.
- Establish relationships/friendships with HopeKids families and respond to their questions.

- Work with the Executive Director to create an annual program budget and operate within that
- Confidently and clearly communicate HopeKids' vision, mission, programs, and impacts, and present to audiences of all sizes, from one-on-one meetings to small, medium, and large groups.
- Strategically participate in business/social-networking/community events to build relationships and create market awareness, leading to new HopeKids partnerships.
- Develop and maintain relationships with program event partners.
- Volunteer onboarding, including in-person interviews
- Volunteer coordination including building and stewarding a volunteer base
- Schedule and make hospital visits with HopeKids who are in-patient
- Moderate HopeKids' Facebook Family Forum
- Maintain operational documents in Drive or elsewhere as directed by the Executive Director.
- Other duties as assigned by the Executive Director.

Fundraising Responsibilities:

Prior fundraising experience is desirable, but not a prerequisite. While not directly responsible for the overall fundraising plan, fundraising duties will include:

- Solicit and secure in-kind donations from event partners for programmatic activities
- Develop and maintain relationships with the donors who sponsor program events
- Assist the Executive Director with the planning and coordination of special events (i.e., Golf Tournament, Walk/Run)
- Secure donations of raffle, auction items, and prizes from program partners and other constituents to be used at fundraising events
- Assist with strategizing on individual, corporate, and foundation cultivation and grant applications, and report writing
- Represent HopeKids at third-party fundraising events

Other Competencies:

- Excellent verbal and written communication skills
- Be a strong and knowledgeable spokesperson for HopeKids programs and events
- Maintain strong communication with the Executive Director and other HopeKids staff
- Ability to work in a small team environment and add individual contributions independently
- Skilled in the operation of MAC computers and office equipment (printer, scanner, smartphone); must be proficient with Microsoft Word, Excel, Gmail, and Google Drive
- Ability to learn and maintain a working knowledge of HopeKids' Event Management System.
- Ability to learn computer programs such as Bloomerang (CRM) and SignUpGenius
- Work collaboratively in a diverse environment with HopeKids families, event partners, volunteers, and donors

Personality:

- Needs to be a self-starter and self-motivated
- Attention to detail
- Positive and outgoing personality
- Comfortable around people
- Enjoys being around kids

Contact: Please attach a cover letter and resume and send to resumes@hopekids.org