

Position: Program Manager
Reports to: Executive Director
Location: Naples, FL, 4 hours per week onsite, or as needed. All other hours remote

Classification: Part-Time, Non-Exempt
Starting rate: \$15
Pro rata annual and sick leave
Pro rata paid holidays

Position Summary: We are looking for a program manager to be responsible for organizing programs and activities for the United Arts Council of Collier County. You will be tasked with developing and overseeing the programs that support the organization's strategic direction, as well as creating and managing long term goals. You will also be in charge of developing budgets and operating plans for programs and co-writing program funding proposals.

For this role, a strong Internet connection is required, along with experience using communication tools like Skype.

Responsibilities:

- Organizing programs and activities in accordance with the mission and goals of the UAC
- Creating and managing long-term program goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Hiring and managing Independent Contractors with a diverse array of artistic talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Serves as a primary contact for the UAC's programs and services.
- Serves as backup to Community Engagement Manager during vacations or other absences.
- Other duties as assigned

Qualifications:

- High School degree required.
- Nonprofit experience preferred: familiarity with the arts and culture community is ideal.
- Ability to work independently and collaboratively.
- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Proficiency with the use of computers and standard business software.
- Understanding of project management.

Key Relationships

Internal

Executive Director
Community Engagement Manager
Administrative Assistant
Event Staff

External

Independent Contractors
Site Directors
UAC Members
Industry Peers

Please email any questions or cover letter & resume as your application to: lburns@uaccollier.org
For more information about UAC, please click [here](#).