

**Community Rebuilders**

An Equal Opportunity Employer

Program Manager

Full Time/Hourly

# About Us

Community Rebuilders is an innovative, mission driven organization working to address the housing and service needs of persons at risk of or experiencing homelessness. We believe in partnering with our consumers and focusing on what strong in their lives, not what is wrong. We are collaborators and partners and have an unparalleled success rate in delivering housing first services.

# Summary

# Community Rebuilders is seeking a Program Manager who wants to make a difference in the lives of people. We expect our employees to bring a level of dedication and initiative to their work that surprises our consumers. We will push the boundaries of unique and outstanding service. We dare to be different. The ideal candidate is skilled at overseeing multiple projects and delivering successful program outcomes and managing multiple project teams. The Program manager will be responsible for a collection of projects of similar type and regulations. An ideal candidate is strategic in their thinking and deliverables and is able to oversee and lead teams to achieve success on a day-to-day basis. If you enjoy leading teams, operationalizing policy and regulations and want to be in control of your future, we’d like to meet you!

# Essential Functions

* Oversee assigned programs to ensure compliance with project scope, goals and deliverables and regulatory requirements
* Supports business objectives in collaboration with Divisional Director, Executive Team and stakeholders
* Effectively communicates project expectations to team members in a timely and clear fashion
* Sets and continually manages project expectations with team members
* Assist with contract/grant application development and completion
* Conduct strategy meetings to identify issues and service delivery requirements, facilitate grant spend out discussions, and obtain senior management input on timelines and deliverables
* Estimates and monitors the resources needed to achieve project goals. Where required, negotiate with other department managers for the acquisition of required personnel/resources from within the organization
* Drafts and submits budget reports and spend out proposals recommending subsequent budget changes where necessary
* Supports overall organizational objectives by assisting with the management of dependencies between projects within the organization
* Responsible for contract/grant spend out through coordination with Finance team and obtains monthly approval of plan from Divisional Director
* Effectively implements Strengths Based Supervision training with employees, hold monthly quarterly and annual review meetings
* Coaches, mentors, motivates and supervises and project team members influencing them to take positive action and accountability for their assigned work.

**Qualifications**

* Bachelor's Degree in business, social work or related field, experience may be considered in place of BA/BS degree
* Minimum of two (2) years of relevant experience (preferably in non-profit)
* Strong analytical skills and problems solving skills
* Excellent organizational and communication skills
* Competency in working with Microsoft Office Suite
* Valid Driver’s License