



**Program Manager**  
FLSA Status: Exempt

**Are you an educator interested in applying your expertise to the nonprofit sector? Are you passionate about working with youth utilizing a strength based, holistic approach? We are a local nonprofit in Boulder County, serving youth and families from 1st grade to post-secondary. If you're a team player and a strong leader passionate about making a difference, and enjoy having fun, this is the position for you!**

**GENERAL PURPOSE:**

The Program Manager reports to a designated Senior Director (SD) and will be located in Longmont, CO. The PM will work collaboratively and align with IHDF's mission "to partner with youth and their families as they successfully navigate school, college, and career by providing a holistic academic, social, and emotional program from elementary school through college, along with postsecondary scholarship assistance" in leading the Mountain View Dreamer cohort.

Additionally, the Program Manager will work closely with their Senior Director to develop and implement all aspects of day-to-day programming for the newly recruited cohort of 45 Dreamer Scholars (currently school age: elementary). The Program Manager will work toward program outcomes that include social & emotional development and wellness, thriving in educational contexts and the pursuit of post-secondary education and/or a meaningful career. The Program Manager role supports this cohort of Dreamer Scholars and their families in a variety of capacities.

**PRIMARY RESPONSIBILITIES:**

**PROGRAM MANAGEMENT & LEADERSHIP**

- Plan, organize, oversee, and implement year-round, age-appropriate programming that includes a mix of after-school, summer, case management and parent/family workshops which support social & emotional development, cultural pride, and educational success.
- Provide individualized case management support to Dreamer Scholars and families/caregivers for an ongoing basis.
- Coordinate tutoring and mentoring programs for a cohort of Dreamer Scholars.
- Develop authentic and meaningful relationships with each Dreamer Scholar that grows and changes during their enrollment in the program.
- Support social/emotional development and life skills.
- Arrange a regular schedule of cultural, social, recreational and community service activities that expand horizons and support youth needs.
- Manage program budget.
- Ensure data entry and collection utilizing data management system, Salesforce.

- Oversee implementation of risk management practices in alignment with organization policies and procedures.

### **ADVOCACY AND CASE MANAGEMENT**

- Develop strong reciprocal relationships with parents and caregivers and their Dreamer Scholar.
- Provide individual Dreamer Scholars and their families referrals to appropriate community resources as needed.
- Conduct home visits as necessary and provide individual case management for each Dreamer Scholar, ensuring that academic and enrichment needs are identified and addressed.
- Support activities such as workshops, discussion groups, recognition events and holiday celebrations for Dreamers and their families.
- Advocate for Dreamer Scholars in professional and academic settings.
- Maintain organized Dreamer Scholar case management files and records utilizing Salesforce, related to program activities, including documenting Dreamer Scholar grades, school attendance, “I Have a Dream” participation, and results of one-on-one intervention, and family involvement, etc.

### **LEADERSHIP**

- Coaches, manages and leads a team of staff and volunteers that implements day to day programming.
- Plan, coordinate and lead volunteers and work-study tutors and tutoring program.
- Plan, coordinate, oversee and lead Learning Partner programs at site.

### **PARTNERSHIPS**

- Build and maintain partnerships with community agencies, specifically with other nonprofits throughout Boulder County and businesses that support IHDF programming.
- Organize monthly parent meetings, workshops and other engagement opportunities in collaboration with the parent navigator assigned to this class increase participation.
- Coordinate a parent academy, as well as create channels of communication with the parent community and establish a strong connection between the strategies and interventions taught in programming and the Dreamer’s home.
- Develop and maintain collaborative, close working relationships with school officials, faculty and staff; create a smooth transition between school day and after-school programming.
- Review academic performance and attendance records of Dreamers; participate in parent-teacher conferences; IEP meetings, SST meetings, and support and promote parent engagement.
- Represent “I Have a Dream” to community groups and forums.

### **ADDITIONAL RESPONSIBILITIES:**

- Oversee consistent communication with parents/families/caregivers and Dreamer Scholars regarding programming, community resources, and other opportunities including translating messages into Spanish as needed.

- Provide regular reports to the “I Have a Dream” Foundation Board of Directors of updates and progress of programming toward outcomes.
- Participate in organizational committees as needed.

### **Minimum Qualifications**

#### **Education:**

- Bachelor’s degree, preferably in education, social work, or human services preferred or equivalent experience. Teacher certification is a plus.

#### **Experience:**

- 3 years’ experience teaching or implementing/managing programming for youth and families.
- Teaching certificate in elementary education or experience with elementary age students preferred.
- 1-2 years prior experience managing/supervising staff toward professional growth and development.
- Experience with curriculum development and implementation.
- Experience working with multicultural families and children.
- Prior non-profit and volunteer management experience preferred.
- Experience conducting home visits preferred.
- Strong leadership skills to help coach, mentor, and manage program outcomes.

#### **Knowledge Skills and Abilities:**

- Conversational level Spanish speaking, reading, and writing skills required/Fluency in Spanish preferred.
- Ability to work collaboratively within a team, and community partners, toward common goals.
- Strong group facilitation skills.
- Strong organizational, oral, and written communication and computer skills.
- Ability to create safe, inclusive spaces for youth and families to learn and thrive.
- Ability to navigate complex situations and solve problems with emotional intelligence and a solutions focused approach.

#### **PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Reliable transportation, good driving record and insurance, required.
- Ability to learn how to drive a minibus that carries up to 14 youth.
- Some evenings, weekends, and conference travel.

#### **COMPENSATION:**

- Salary Range: \$50,000 - \$60,400 depending on qualifications
- Competitive benefits (Health insurance, disability benefits, retirement, vacation, sick time, and holidays).

Submit email a cover letter, resume, [diversity statement](#) and any supporting documents to to [careers@ihaveadreamboulder.org](mailto:careers@ihaveadreamboulder.org) with “Program Manager” in the subject line.

*IHDF is an Equal Opportunity Employer, committed to diversity and inclusion*