

**Title:** Manager, Strategic Programs

**Classification:** Exempt

**Reports to:** Senior Vice President, Strategic Financial Services & WBE Engagement

**Position Description**

The Manager, Strategic Programs is accountable for the development, planning, execution, ongoing management, and evaluation of WBENC programs. This role has a high degree of interaction with executives in all WBENC constituencies.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops and executes multi-year strategic plans for specific programs and assists in the creation of metrics to measure the effectiveness of all programs and events. Programs may include but are not limited to:
  - a) WBENC Procurement Opportunity Programs
  - b) WBENC Educational Programs
  - c) WBE Recognition Programs
  - d) Women's Business Enterprise National Forum
2. Collaborates with team members on program execution and deliverables, ensuring alignment and consistency across all WBENC programs and campaigns.
3. Builds a robust set of resources to manage and implement the strategy for specific programs. This includes providing content for blog communications, e-blasts, and social media posts; creating webinars based on workshop feedback; generating ideas for program content; executing program deliverables and ensuring alignment with organizational goals and objectives.
4. Tracks programs against schedule, budget and phase review objectives, reporting status to supervisor on a regular basis and executive staff on an as needed basis.
5. Engages with the Business Development team to assess constituents' objectives and cultivates increasing participation in WBENC programs and initiatives.
6. Manages or participates in other ad-hoc programs as needed.
7. Demonstrates knowledge of and supports mission and vision, policies and procedures, confidentiality standards and maintains a code of ethical behavior.
8. Responds promptly to all constituents, always exercising tact and diplomacy to both external and internal clients.
9. Participates with team in all national WBENC events and special projects as needed and required.

**Competencies**

1. Customer/Client Focus
2. Technical Capacity
3. Personal Effectiveness/Credibility
4. Problem Solving/Analysis
5. Collaboration Skills
6. Communication Proficiency
7. Thought Leadership
8. Strategic Thinking
9. Time Management
10. Teamwork Orientation
11. Executive Presence

**Supervisory Responsibility**

This position does not have supervisory responsibility.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This role requires a mixture of sedentary work and actively traveling and assisting with WBENC events. This would require the ability to sit and/or stand for extended periods, walk extensively, and lift up to 50 lbs. The person in this position communicates frequently with all departments within the organization, as well as business partners outside of the organization, and must be able to reason through problems and communicate accurate information.

**Position Type/Expected Hours of Work/Work Environment**

This is a full-time position and hours of work are generally Monday through Friday, 8:00 a.m. to 5:00 p.m. EST. However, hours may vary depending on time zone, projects, events and travel. Occasionally employees are required to work or travel on Saturdays and Sundays to support events and meetings. WBENC will work with employees to avoid conflicts whenever possible. When teleworking/telecommuting, employees are responsible for providing their own high-speed internet connection to access the company network. The primary interface with team members and constituents is via phone and other remote meeting tools. A laptop is provided for company use. Any other equipment or supplies needs are determined by WBENC per the guidelines specified in the WBENC Employee Handbook.

**Travel**

This position has approximately 10-15% travel.

**Required Education and Experience**

- Bachelor's Degree in Business, Management or relevant field
- Minimum 7-10 years of experience in a relevant organization

**Preferred Education and Experience**

- Master's Degree or MBA
- 3-5 years in a program management role

**Additional Eligibility Qualifications**

The individual selected for this position will join a team dedicated to providing outstanding service to women business owners, corporations, women's business organizations and the public. Therefore, candidates for this position should possess the following skills and attributes:

- Proven ability to successfully manage several projects/initiatives simultaneously.
- Proficiency in Microsoft Office Suite including collaboration tools such as SharePoint and Teams and visualization tools. Proven experience in PowerPoint, Excel, and Access tools in support of data analytics and communication.
  - Advanced MS Excel skills including PivotTables, VLOOKUP, INDEX/MATCH, and Data Tables
- Strong written and verbal communications skills.
- Proven ability to adapt to changing priorities and respond accordingly.

**EEO Statement**

WBENC is an Equal Opportunity Employer and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, WBENC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee may assist with other duties as assigned as needed in support of the organization's mission and goals.