

LONG DESCRIPTION

Arkansas Single Parent Scholarship Fund (ASPSF) ASPSF is seeking a Program Manager for the eight-county Southeast Arkansas region (Region 5, below). This full-time, exempt, work-from-home position reports to the Program Director.

Starting salary: \$42,000 - \$44,000, depending on experience. Benefits include health, vision, dental, and life insurance (agency pays 75% of each premium), 401K (agency matches up to 6% of salary), a generous leave policy, equipment, supplies, and internet provided for home office.

Arkansas Single Parent Scholarship Fund (aspsf.org) serves low-income single parents as they pursue a career-focused post-secondary credential (degree or skilled trade), leading to sustainable employment, higher wages, and a better standard of living.

The ASPSF model, proven over 33 years, includes:

- Personal and professional development
- Mentoring and Job Coaching
- Financial support (nontraditional scholarship) each term as long as the single parent remains in school and eligible.

ASPSF's Mission: To provide a culture of support, equipping single parents to navigate their futures with confidence.



Position Summary

The ASPSF Program Manager is directly responsible for 1) service delivery, 2) local fundraising, and 3) community outreach/visibility in the assigned region while effectively using volunteers in every aspect of the work.

The Program Manager serving the Southeast Region (Region 5) must live and work in the following counties: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, or Lincoln.

Essential Duties

The essential duties of the Program Manager (PM) are as follows:

1. Volunteers.

Successful volunteer recruitment and retention are essential to the PM's success. The PM will:

- Recruit continually, developing a healthy pipeline of new volunteers.
- Work closely with a large, diverse volunteer workforce throughout the region.
- Consider individual skills, experience, and interest in placing volunteers.
- Provide orientation and training appropriate for the different areas of work.
- Promote qualified volunteers to leadership positions; support them in these leadership roles.
- Provide performance feedback and correction as needed, including disciplinary action up to and including termination when necessary due to policy violations or inappropriate actions.

2. Service Delivery.

- Oversee the scholarship process. Engaging and delegating to volunteers at every opportunity, the PM will ensure:
 - Application deadlines and advertised throughout the region.
 - Support is provided to individuals needing help with the application.
 - Established procedures are followed, and deadlines are met.
 - Awards are presented in a way that honors each recipient while recognizing donors, volunteers, and others who support our scholars.
 - Each awards program includes an educational component.
- Provide for personal and professional development.
Engaging volunteers and professionals from the community, the PM will:
 - Offer a variety of workshops annually to increase the professional and personal skills of the single parents served.
 - Provide avenues for scholars to grow their professional networks through interaction with educators, community leaders, and local employers.
- Invite Alumni Engagement. Provide avenues for program alums to remain involved with the program, the scholars, and local fundraising efforts.

3. Fundraising and Resource Development. Making broad use of volunteers, the PM will

1. Meet or exceed the annual revenue goal for the region established in the Board-approved budget.
2. Maintain an active schedule of meetings and communication with donors and prospects.
3. Conduct local fundraising events and activities, increasing net revenue while increasing the number and engagement level of the region's donors.
4. Support Fund Development staff with local knowledge, research, and statistics for their fundraising efforts in Region 8 and throughout the state.

4. Media and Outreach. Using volunteers, scholars, and alums as much as possible, the PM will:

- Maintain an active schedule of public speaking and presentations, actively promoting our mission, brand, services, and needs across the assigned region.
- Meet regularly with multiple staff at our partner schools.
- Assist the Communication Director in creating and distributing materials in the region.

In addition, the successful Program Manager will maintain accurate data on all scholars, volunteers, partner schools, and community stakeholders, complete all assigned reports on time, and perform other duties as assigned.

QUALIFICATIONS

The Program Manager (PM) must live within the assigned region and have adequate space and arrangement for a home office.

The successful candidate will:

- Have knowledge and experience in volunteer management, program planning and evaluation, and financial management within an approved budget.
- Possess excellent verbal and written communication skills.
- Relate well with persons of all races, ethnicities, and social and economic backgrounds.
- Work successfully with individuals and groups.

- Possess strong public speaking ability and strong computer skills.
- Be organized, self-directed, flexible, and creative.

Working knowledge of post-secondary processes, including but not limited to degree planning, financial aid, and career development is a plus.

EDUCATION & EXPERIENCE

The Program Manager position requires the following:

- Bachelor's degree and broad knowledge of such fields as program planning and facilitation, volunteer program management, nonprofit management, and post-secondary education OR an equivalent combination of education and experience,
- 1 to 2 years of related work experience, and
- 1 or more years of related management experience.

CERTIFICATES, LICENSES, & REGISTRATIONS

Required:

- Valid Driver's License
- Auto liability insurance on a reliable personal vehicle.
- Position requires:
 - Travel one or more days each week on average.
 - Periodic evening and weekend travel and work.
 - Occasional overnights away from home.

SOFTWARE SKILLS REQUIRED

Intermediate: MS Word

Basic: MS Excel and PowerPoint.

Must become proficient in the following agency platforms: Submittable and NetSuite.

TO APPLY

Email cover letter, resume, and three professional references with direct knowledge of your volunteer management and program experience to newton@aspsf.org. Interviews will begin the week of March 20 and continue until the position is filled. **Travel to an in-person interview will be required of all finalists.**