



PROGRAM MANAGER

The Program Manager helps fulfill the mission of Transform Minnesota; to connect and equip the Church, by developing and coordinating programs, events and services that add value to Transform Minnesota's network. The Program Manager will work in collaboration to implement multi-year program strategies, coordinate program execution at all levels, assist in marketing and communication strategies and contribute to expanding the evangelical network.

This is a full-time, 40 hour/week position.

REPORTS TO:

- Chief Operating Officer

RESPONSIBILITIES:

- Implement multi-year program initiatives around Transform Minnesota's key impact areas
 - Engage evangelical leaders from our network to promote program initiatives
 - Create the action plan to implement and roll out services, activities and events
 - Establish goals and objectives; track and report progress
- Create and initiate programs and events, while remaining nimble, receptive, and responsive to the needs of the network
- Schedule, plan and coordinate events and services within the program initiatives
 - Facilitate program planning and creation teams, and recruit and train volunteers
 - Coordinate speakers, presenters and other resources, host locations, caterers
 - Manage registration and participant communications
- Manage communications surrounding events and programs; website, email and mailings, and printed resources/materials
- Work with Communications Coordinator and Development Director to
 - Communicate and promote ongoing and future programs
 - Maintain and improve contact and data management
- Maintain and develop positive community and church relations to foster partnership with Transform Minnesota
- Work with the CEO and COO to expand networks of resources and create a pipeline of resources to advance program initiatives

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Marketing, or relevant field
- 0-2 years related experience; events, meeting or conference planning
- Familiarity with evangelical churches and ministries in Minnesota
- Ability to plan and manage details to accomplish a complete product; strength in executing and task completion
- Ability to prioritize and meet deadlines



- Ability to create and initiate programs
- Proven experience in building networks, relationship building and promoting programs
- Must be proficient with Microsoft Office and have demonstrated experience with web based applications such as: WordPress, Constant Contact, Survey Monkey, EventBrite or their equivalent

CORE VALUES AND COMMITMENTS

- Demonstrated relationship with Jesus Christ
- Agree with and adhere to Transform Minnesota's [Statement of Faith, Core Values](#) and Code of Conduct
- Ability to work in a collegial environment; strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
- Enjoy working as a team member as well as independently

DIRECT REPORTS:

None

Approved By	Schelli Cronk, Chief Operating Officer
Date Approved	August 14, 2017
Reviewed	