



## **Program Manager**

*Washington, DC – Hybrid*

Apply here: [LinkedIn application link](#)

### **About the job**

Medici Road (MR) is a Community Development nonprofit that is based in the Deanwood neighborhood of Washington, D.C. Our mission is to reduce long-term generational poverty by linking education, housing, and public health outcomes while uprooting the racist systems that perpetuate their inequities. As an organization that focuses on systemic change our vision is to eradicate systemic poverty by breaking its root cause...racism. For more information, you can discover more at [www.mediciroad.org](http://www.mediciroad.org).

Medici Road is hiring a program manager to implement and manage our programs, including our initiative focused on training future hospitality leaders and transforming an urban neighborhood. Additionally, this role will assist with identifying new opportunities that align with our organizational mission and goals. This new and innovative role will utilize project management tools to efficiently lead programs and effective relationship management skills that support our intended outcomes for program beneficiaries and partners.

### **Ideal Candidates**

- Based in Washington, D.C.
- Four or more years related experience such as program analysis, program management, and/or project management
- Bachelor's degree in a relevant field, or significant (+8 years) professional experience in project/program management
- Experience managing programs that lead to effective outcomes and program portfolio growth
- Ability to work on multiple projects simultaneously
- Have a strong interest, and experience, in at least two of the following subject matters
- Affordable Housing, Education Reform, Public Health, Racial Equity, Social Justice, and Workforce Development
- Works well both independently and within a team environment
- Understands there is a place for laughter, equity, and compassion in the same workplace

## **Role Description**

Our Program Manager will place community values and beliefs at the center of the following duties:

### ***Program Management***

- Lead project management plans using software and systems to design, implement, and manage Medici Road programs
- Manage the participant selection process for all Medici Road programs
- Finalize curriculum and material needs with program partners
- Build outreach materials (one-pagers, emails, etc.) to inform audiences about Medici Road programs
- Present to Medici Road participants about the value/impact of their participation and the intended outcomes
- Regular engagement with program participants and partners at training sessions and community meetings
- Partner with Medici Road leadership and colleagues to ensure evaluation activities align with programs
- Create best practices and templates for future Medici Road programs
- Plan for all program events, including but not limited to information sessions, kickoffs, training sessions, graduations, and networking opportunities
- Develop a system for sharing program progress across the organization

### ***Building and Maintaining Stakeholder Networks***

- Develop a relationship engagement strategy plan for all programs
- Act as primary point of contact for all Medici Road programs, including participants, graduates, instructors, and partners
- Ensure all elements of Medici Road programs align with our racial equity, and inclusion guidelines, goals, and mission
- Identify new opportunities that align with Medici Road's program strategy
- Contribute to the creation of a variety of different content, blogs, briefs, and reports

### ***Grant Management***

- Assist in managing grants and proposals within Medici Road's existing program portfolio as well as pursuing new program opportunities that align with our mission and goals
- Track metrics across our various programs and report data to grantors
- Ensure grants are following compliance standards in accordance with government and funder regulations
- Examine program budgets, and expenditure reports for compliance with established administrative and financial policies and procedures

**Compensation:** \$80-\$100K; health plan, 401K retirement plan with employer match, and 4 weeks of vacation