

We are looking for a Program Manager - Mankato to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 15,000 6<sup>th</sup>-12<sup>th</sup> grade students and their families annually and have more than 225,000 alumni around the world. Learn more at [projectsuccess.org](https://projectsuccess.org).

The Program Manager – Mankato plans, coordinates, and leads out-of-school programming aimed at providing students with experiential learning opportunities. They are responsible for developing and executing strategies to increase student and family engagement while also cultivating partnerships within the Mankato community. They will oversee Mankato program promotions, registrations, and partnerships to better serve the Mankato community.

This role reports to the Senior Director of People & Strategic Operations and is part of the Expansion team at Project Success.

This role will require strong communication and event planning skills, excitement to engage with students, families and teachers, and the ability to develop strong relationships with multiple partners. They must have a passion for engaging students within the arts and/or the outdoors as well as an appreciation for working collaboratively to meet shared goals. Our ideal candidate is detail-oriented, highly organized, and committed to removing barriers that could prevent student and family participation in our programs.

### Core Job Responsibilities

#### Program Partnerships & Outreach

- Cultivate, steward, and manage relationships with Mankato theater partners to set an Arts season, including field trips, residencies, and evening and weekend experiences
- Manage ticket donations from partners and distribution for all shows
- Develop and steward relationships with program partners for Expeditions program
- Foster and build relationships with MAPS teachers to pair Arts and Expeditions experiences with students

#### Registration, Documentation, and Evaluation

- Collaborate with the Communications team to create promotional collateral
- Oversee Mankato program registrations, turnout, transportation and accessibility needs, and program reports
- Supervise all communications to students, families, school staff and PS teams
- Engage students in evaluative ways to measure progress, interest, and excellence

#### Program Development and Management

- Review that the Project Success Mankato programs webpage is consistently updated with the support of the Curriculum Managers

- Work to improve Mankato programs experience through training, reviews, on-site planning, and feedback from partners, students, families, and teachers
- Continuously adapt to student and family needs to steward inclusive and equitable participation in Mankato programs

**Event Management**

- Lead the coordination and day-of execution for all Mankato program events
- Provide support during evening and weekend events and be available on an on-call basis

*Other Duties as Assigned*

**Mission, Vision, and Values + Inclusion, Diversity, Equity, and Accessibility**

We are looking for individuals that are passionate about the success of our students and share the mission, vision, and values of PS.

**Mission:** Project Success motivates and inspires young people to dream about the future, helps them take steps to get there and gives them the tools they need to achieve their goals

**Vision:** Every child entering middle school will graduate high school with a plan for their future and have the skills and confidence that will take them through the rest of their lives

**Values:**

Kids First!	Dependability, Reliability, and Trust
A Non-Judgmental Environment	Willingness to Grow and Change
Love is the Key	Develop Healthy Relationships
Clear and Open Communication	Sustain Excellence

**Commitment to Inclusion, Diversity, Equity, and Accessibility (I.D.E.A.):**

Project Success strives to connect students to their purpose by creating programming that truly serves our students and families. We envision a Project Success where inclusion, diversity, equity, and accessibility are fully integrated into everything we do. We are an organization that cares deeply about students, families, and community, share our values, and are committed to practicing ongoing anti-racism work and I.D.E.A. principles.

**Education, Experience, and Skills**

*Please note that while the below qualifications are preferred for this position, we do not expect any one person to necessarily have all the items listed. We highly encourage people with a wide range of education, experience, and skill levels to apply for this position.*

- Bachelor’s degree or 4+ years of similar experience (or a combination of training, education, and experience that provides the required knowledge and abilities)
- 4+ years of experience working directly with students in an education, youth development, arts environment or event planning
- 2+ years' experience in program and/or project management
- 2+ years' experience in theater and/or working directly with students in an outdoor setting

- Strong and detail-oriented communication, listening, problem-solving, and organizational skills
- Exceptional interpersonal skills and a proven ability to deal with ambiguity and change
- Tech-savvy and proficient with O365 - PowerPoint, Excel, Word, Outlook
- Self-motivated, extremely reliable, ability to work with clear instruction

### Job Requirements

- Must have a valid driver's license and auto insurance
- Ability to sit and/or stand for prolonged periods, including movement up and down stairs and throughout office environment and at events
- Must be able to lift 25 pounds consistently, and up to 50 pounds on occasion
- Must be fully vaccinated against COVID-19 or be granted an accommodation prior to beginning employment

### Position Details

This position is a full-time, salaried exempt position, with a variable schedule based on scheduled programming. This role will require work on evenings and weekends and will consist of primarily in-person work with our Mankato partners. More details on schedule to be discussed in the interview process.

The compensation package includes the following:

- \$50,000-\$57,000 annual salary
- Generous paid time off
- Excellent Health Insurance with a low deductible (*PS pays 100% of the monthly premium rate*)
- Excellent Dental and Vision Insurance (*PS pays 100% of the monthly premium rate*)
- Short-Term Disability and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with up to a 3% match

### To Apply

Please email the following to [apply@projectsuccess.org](mailto:apply@projectsuccess.org) with a subject line including the name of the position:

- Resume
- Cover Letter
- References
- Where you heard about us and/or found the job posting

To learn more, visit: [https://www.projectsuccess.org/job\\_openings/](https://www.projectsuccess.org/job_openings/)

*Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!*