



POSITION OPENING

Title: Program and Evaluation Manager
Reports to: Program and Communications Director
Type: Part-time, non-exempt position requiring 25 hours per week
Location: Charlotte, NC

About Circle de Luz

Circle de Luz is a Charlotte-based non-profit that radically empowers young Latinas by supporting their transformation through extensive mentoring, holistic programming and scholarship funds for further education. We begin working with Latinas in seventh grade and they move through our program as a cohort group until high school graduation. Each Circle de Luz class experiences monthly programs that inspire personal growth, empower them to be more confident and resilient, prepare them for their futures, encourage them to be responsible for their education and well-being, and allow them to contribute to their communities. Upon graduation, each of our program participants (whom we call hijas) receives a minimum \$5,000 scholarship to support her plans for further education. Circle de Luz is committed to providing the highest quality program and the best possible outcomes for the young women we serve, their families, and our community while growing our impact across the city.

Position Summary

The Program and Evaluation Manager will...

- Ensure strategic and programmatic focus on our mission, vision, and values.
- Promote the mission, vision, and values of Circle de Luz in the community.
- Oversee strategy for program development and delivery.
- Conduct program evaluation and track and assess outcomes

Primary Responsibilities

This job description reflects essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Work closely with Board of Directors and Program and Communications Director to establish, coordinate, and implement a thoughtful, holistic program and a comprehensive growth strategy with measurable outcomes.
- Serve as a key contact and relationship manager for Circle de Luz with the goal of creating long-term, mutually beneficial partnerships.
- Conduct program evaluation including designing, collecting, and analyzing quantitative and qualitative data while tracking outcomes.
- Partner with the Program and Communications Director in executing fundraisers and other financial strategies.
- Plan and execute with the Program and Communications Director major events such as State of the Circle, Graduation, and family programs.
- Design, implement, and manage programs and program volunteers for assigned classes.
- Work closely with our college and career preparatory consultant and volunteers to plan, schedule, and execute programming.
- Directly supervise any collegiate interns.
- Assist with efforts to recruit new mijas (scholarship donors) each year.

General Responsibilities

- Embrace and advance the organization's culture of intentional and compassionate leadership, empowerment, vision and innovation, strategic thinking and experience-driven outcomes.
- Create a communication dynamic oriented towards connectedness and completeness in our efforts.
- Develop positive relationships with hijas, their families, mijas, class captains, board members, other volunteers, community members and funders.
- Any other duties deemed necessary by the Board of Directors.

Knowledge, Skills, and Abilities

- High degree of motivation with a proven ability to work independently, meet deadlines, manage multiple priorities, and move work forward on numerous fronts simultaneously while eliciting the confidence of others.
- Deep emotional intelligence with an ability to keenly listen to and understand the needs of our hijas, their families, our mijas, other funders, and our leadership in order to establish and maintain mutually beneficial relationships.
- Ability to thrive in a creative, fast-moving, mission-driven culture.
- Excellent verbal and written communication skills including talent in relationship-building, public presentations, and writing.
- High level of maturity with an ability to build trust, influence others and relate to a wide variety of stakeholders in order to achieve goals.
- Strong initiative and problem-solving skills.
- High degree of detail-orientation and precision.
- Strong ability to develop comprehensive, programmatic, and organization capacity for growth.
- Enthusiasm combined with a genuine commitment to and passion for the mission of Circle de Luz.

Position Requirements

- Bachelor's Degree or a minimum of 7 years of professional experience in non-profit, education, administrative, project management or fundraising sectors.
- Experience in successfully managing projects and program design.
- Strong organizational and administrative skills.
- Demonstrated track record of achieving goals and leading others.
- Fluency with Microsoft Office applications.

Desired Qualifications

- Evaluation, metrics, and assessments experience.
- Previous experience working with a non-profit as a staffer or board member highly preferred.
- Conversational in Spanish.
- Fluency with Google Drive and databases like eTapestry and QuickBooks.

Work Environment

This position is based in Charlotte, NC and is a part-time, non-exempt position requiring 25 hours of work a week. The Circle de Luz office is located at 1026 Jay Street, near Uptown Charlotte. Some weekend and evening work is required. Compensation is \$20 an hour for a maximum of 25 hours a week for 50 weeks each year.

Application Instructions

Interested candidates should submit a resume and cover letter, including the names and contact information of three references, with an email subject line of Program Manager (Last Name, First Name) to karinavogel@circledeluz.org by **January 23, 2020**. No phone calls. Any offer extended will require passing a background check.