



ILLINOIS JOINING FORCES
*Supporting Service Members, Veterans
and their Families*

Program Manager

Overall: The project manager is responsible for organizing programs and activities for Illinois Joining Forces. You will be tasked with developing programs to support the organization's strategic direction, as well as creating and managing long term goals. You will also assist in the development of budgets and operating plans for programs and writing program funding proposals.

Responsibilities

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for new and existing programs.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Work with marketing team to develop and implement strategy to include social media.
- Assist the Executive Director with developing, implementing, and evaluating program policies, procedures, and standards
- Update, analyze, and monitor IJF's website and the Donor Database platform
- Participate and represent IJF in local partner meetings and events as requested and as needed
- Provide complex administrative and operational support with minimal supervision

Requirements:

- Bachelor's Degree
- Preferred two to five years of program management experience in the public, nonprofit, or corporate settings.
- Veteran or experience with the military or veteran culture and community is strongly preferred.
- Understanding of nonprofit organizations management
- Excellent written and verbal communication skills
- Ability to prioritize tasks with strong organizational skills
- Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally-competent services and work effectively in cross-cultural situations