

**JOB DESCRIPTION**

<b>Title:</b> Reatha Clark King Fellow   YWI MN Program Manager	<b>Employment Status:</b> Temporary; Full-time, two-year fellowship
<b>Department:</b> Program	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Vice President of Community Impact	<b>Supervises:</b> Not Applicable
<b>Apply to:</b> <a href="mailto:humanresources@wfmn.org">humanresources@wfmn.org</a>	

**SUMMARY**

The Reatha Clark King Fellow | YWI MN Program Manager, a two-year paid fellowship, plays a central role in the coordination and management of the Women’s Foundation’s Young Women’s Initiative of Minnesota (YWI MN). YWI MN was launched as a public-private partnership between the Women’s Foundation of Minnesota and the Governor’s Office of the State of Minnesota. Led and driven by young women, in partnership with philanthropy, policymakers, nonprofits, and corporations, YWI MN seeks to ensure that all young women (ages 12-24), particularly young women of color, have equal opportunity, access, and resources to lead safe and prosperous lives.

The Fellow works both independently and collaboratively with Foundation staff and other key partners to plan, manage, and implement activities in the following areas: program development, research and evaluation, meeting design and coordination, grant/contract management, grant and report writing, and publications/materials development. Other responsibilities serving as liaison and representative at meetings and establishing and maintaining partnerships to advance YWI MN. The Fellow position requires nonprofit knowledge and interest in youth development as well as excellent project management, analytical, interpersonal, organizational, and writing skills.

**PRIMARY RESPONSIBILITIES**

**Integrated Project Management: Program, Development, and Communications for YWI MN**

- Participate in long- and short-term program development and planning for YWI MN.
- Develop and effectively manage project timelines to ensure timely completion of program deliverables of YWI MN.
- Manage Young Women’s Initiative WFMN Innovators grant program
- Manage Young Women’s Initiative Fieldbuilding Fund
- Manage relationships with consultants, including monitoring program activities to ensure quality and accuracy of YWI MN outcomes, and contractual and grant commitments.
- Manage and coordinate meetings for a variety of partners and stakeholders.
- Develop publications, grant applications, and reports through collaborative writing and editing.
- Track relevant activities in youth development, gender and racial equity, and related fields to inform YWI MN.
- Identify partnership and funding opportunities and promote relationship-building among YWI MN and other organizations, agencies, and/or individuals.

- Co-develop and disseminate programmatic and marketing materials.
- Develop PowerPoint presentations and other materials for use during program-related events.
- Develop written and online tools for programmatic use, including survey and evaluation instruments.
- Serve as programmatic liaison to external partners, including representing the Foundation and YWI MN at national, regional, and local meetings.
- Ensures the application of an intersectional lens (gender, race, geography, equity) to each project, reflective of the depth and breadth of the Women's Foundation's mission and commitment to gender and racial equity.

### **SECONDARY RESPONSIBILITIES**

- Participate as an active member of the Foundation staff by working collaboratively with other staff members; and by communicating openly and honestly with staff and volunteers.
- Attend Women's Foundation of Minnesota events, as required and/or as requested.
- Perform all other projects and tasks as assigned by the Vice President of Community Impact.
- Assist Program Officer /Grants Manager in grants management duties as needed

### **JOB SPECIFICATIONS**

#### **Desired Education and Experience**

- Bachelor's Degree or equivalent education and experience.
- Minimum five years experience working on youth development, nonprofit program management, community organizing, and/or community-based issues.
- Experience in applying gender and racial equity frame and strategy to work
- Commitment and willingness to actively participate in WFMNs learning culture in diversity, equity and inclusion.
- Experience working with diverse individuals and groups on complex community issues.
- Proven track record of successfully working with young women and girls of color and American Indian young women and girls.
- Experience applying an intersectional lens (gender, race, geography, equity) to each project, reflective of the depth and breadth of the Women's Foundation's mission and commitment to gender and racial equity.
- Knowledge of and interest in technical assistance and communications.
- Willingness to engage in continuous learning and training.
- Demonstrated professional and political aptitude.
- Experience and comfort using PC computers, Microsoft products (Word, PowerPoint, and Excel), the Internet, and a commitment to learn and become proficient in Raiser's Edge and GE Fusion databases.
- Ability to apply an intersectional lens (gender, race, geography, equity) to each project to ensure WFMN commitment to diversity, equity, and inclusion.

### **Knowledge, Skills and Abilities**

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team work environment.
- Ability to understand and take direction and ask questions as needed to clarify work.
- Detail-oriented, well-organized, and methodical.
- Effective interpersonal communication skills and relationship-building skills to effectively work with a diverse variety of people and personalities.
- Self-initiated and able to plan and manage own work. Able to solve routine problems independently.
- Learn new skills quickly and develop abilities as necessary to support an evolving program.
- Understand confidential nature of organization information and maintains confidences.
- Work as an effective and proactive team-player.
- Sense of Humor.
- Passion for the Women's Foundation of Minnesota's mission.

### **Physical Requirements Necessary to Perform this Job**

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Ability to view a computer screen and use computers for long periods of time.
- Visual ability to review detailed reports and information.
- Physical ability to move around office area repeatedly throughout the day.
- Flexible work hours requiring work in excess of 40 hours/week when necessary.
- Must have reliable transportation to visit off-site locations in Minnesota.
- Able to perform in-state overnight travel.

### **Tools and Equipment Used**

- Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment.
- Able to become proficient in MS Office Suite of software as well as fundraising, publishing and research applications.

### **How to Apply**

Send resume and cover letter to [humanresources@wfmn.org](mailto:humanresources@wfmn.org).