

## **Position Summary**

**Title:** Program Manager

**Status:** Exempt

**Pay Range:** \$47,500 - \$57,500, plus benefits

Reporting to the Executive Director, the Program Manager oversees RMMFI's programs and Program Team. The Program Manager is ultimately responsible to ensure RMMFI's programs build and grow on RMMFI's positive reputation and set RMMFI Entrepreneurs up for success. RMMFI is looking for a manager ready to accelerate the growth of the organization, and skilled at supporting a distributed team.

## **Primary Duties and Responsibilities**

The Program Manager performs a wide range of duties including some or all of the following:

### *Ensure Relevance and Performance of RMMFI's Programs*

- *Ensures the organizational philosophy of "capital meets capacity" is woven throughout the entire programming pathway*
- *Translates organizational goals and targets into achievable action plans for the Programs Team*
- *Meets programming targets, both business incubation and capital, while ensuring alignment to mission and needs of RMMFI's target entrepreneur*
- *Provides critical thinking to support the resolution of issues and response to opportunities*

### *Lead the Programs Team to Excellence*

- *Ensures team members are equipped to meet the expectations of the mission*
- *Builds effective systems to lead a distributed Programs Team*
- *Aligns team to organizational principles and values*
- *Works effectively across the organization to ensure the journey of an entrepreneur is seamless and successful*

### *Drive the Replication and Scalability of RMMFI's Programs*

- *Builds systems to achieve sustainable growth, while maintaining a healthy team culture and positive experience for RMMFI entrepreneurs*
- *Supports partner organizations in the co-delivery of RMMFI's programming*
- *Ensures relevant and timely data flows of programmatic performance*

## **Competencies**

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Ideate unique ways to create new opportunities for RMMFI's programming.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the RMMFI.
- **Make Decisions:** In accordance with operating philosophy, assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of RMMFI.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move projects forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Recognize issues and assess situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.



## **Qualifications**

### *Education / Experience / Professional Designations*

- We don't care if you built your skills without an education, we just need you to be great at your job and contribute directly to the success of the organization.

### *Knowledge, skills and abilities*

- Proven skills in managing a team for growth
- Proven skills in managing a distributed team
- Empathetic accountability
- Familiarity with *Entrepreneurial Operating System (EOS)*

### *Proficiency in the use of computers for:*

- Word processing, spreadsheets
- Simple accounting
- Database management
- Project management
- Messaging
- Internet research

## **Experience**

- At least 5 years of progressive program management experience
- Experience with business incubation and capital solutions a plus

## **Working Environment/Physical Demands**

- The Program Manger will usually work in an office environment, but the purpose of the project may sometimes take them to non-standard workplaces.
- The Program Manger will work a standard workweek but may be required to work some evenings and weekends as required from time to time.
- Sitting for extended periods of time.
- Unassisted lifting of objects in excess of 30 pounds.
- Use of miscellaneous office equipment.
- Physical and mental dexterity relevant to the job.
- Travel required as organization grows beyond metro area

*In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.*

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*