

The Contingent Job Announcement Sr. Program Manager, Every Child Arkansas

Opportunity Summary:

Are you someone that enjoys building and problem solving strategically and creatively to identify solutions that serve others? Do you have a continual growth mindset to develop and improve existing processes to enhance program efficiencies? Are you someone that is passionate about creating access and opportunities for individuals from marginalized communities? Can you cast a vision or leverage an existing vision by creating and executing a methodology that brings the vision to fruition?

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!

The Every Child Arkansas **Sr. Program Manager** will lead the execution and local management of The Contingent Arkansas' Every Child program. This role acts as a bridge between The Contingent HQ (based in Portland, OR) and the local Every Child Arkansas effort.

This work involves 50% project management and translation of on-the-ground needs into technical specifications for the Community Collider's execution of the Air Game, and 50% relational work on behalf of The Contingent Arkansas Branch

Personifying our core values (listening, innovation, accountability, radical hospitality, action), this role will think out-of-the-box to solve the needs of kids and families impacted by foster care through a collaborative approach. This role will report to the Executive Director of The Contingent, Arkansas and work most closely with the Executive Director for National Expansion and the Chief Innovation Officer at HQ to deliver on Air Game needs and support.

Duties and Responsibilities:

Program Management

- Utilize organizational pillars for collective impact to gather feedback, co-design, and follow up with community on The Contingent's role in Arkansas Ground Game
- Translating feedback from network partner organizations and families with lived expertise into potential initiatives

Product and Project Management

- Provide in-person support for partner organizations on TC Air Game products: website, CX, Partner Portal, and reporting
- Manage the project timelines and sprints for add-ons to products
- Manage budget, resources, and expectations to deliver on requests

Relationship-Building

- Build trust and relationship with Every Child Arkansas Implementation Team members
- Lead proactive communication around product rollouts and product improvements with partners
- Gather feedback from Every Child Arkansas Network on new products and programs

Communication

- Build and lead communications strategy to Implementation Team and partner organizations
- Highlight pain points to Community Collider team, as needed
- Build surveying of Network Partners to inform product deliverables

Education and Experience:

- Bachelor's degree required
- 5 years of experience in project or program management, with proven experience in building consensus, launching new programs, and/or scaling initiatives

Knowledge, Skills, and Abilities:

- The role is technical, relational, and entrepreneurial, and requires a candidate with initiative, energy for building innovative solutions, and who can translate programmatic needs into technical language
- Robust understanding of government systems preferred; experience with child welfare systems preferred
- Clear evidence of working in an entrepreneurial environment with quick program start-up experience

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child and The Script
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

Employment Terms:

- Full Time, (40hrs.) exempt salaried role offered at a range of \$62,100 - \$72,400 (estimated total compensation \$70,400 - \$81,000) doe
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- This position is in Little Rock, Arkansas
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers; the Sr. Program Manager will be expected to work within The Contingent's hybrid work policy (2-3 days in the office, 2-3 days from home).
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 11 - 4 CDT (9-2 pm PST).
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be vaccinated.
- Valid driver's license and legally eligible to work in the United States

Anticipated Start Date:

November 15, 2023

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing "Sr. Program Manager, ECAR" to hire@thecontingent.org

******Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer