

The Contingent Job Announcement Sr. Program Manager, ECIN

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 Indiana **Sr. Program Manager** will lead the execution and local management of The Contingent Indiana's Every Child program. This role acts as a bridge between The Contingent HQ (based in Portland, OR) and the local Every Child Indiana effort; conducting technical product management, overseeing products built for our partners in the state, and coordinating between the products created and the local partner "ground game" activities.

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 Indiana 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 leader will help to set a post-launch strategy and structure that can be replicated in future jurisdictions. As a new role, the program manager will be responding to the needs and requests of community partners while balancing those needs with The Contingent's deliverables, timelines, and resources.

Duties and Responsibilities:

Program Management

- Work with Executive Director, Indiana Branch to build Ground Game interventions to address gaps in community engagement
- Lead program management towards Every Child model key metrics in Indiana
- Translating feedback from network partner organizations and families with lived expertise into potential initiatives

Product and Project Management

- Manage the project timelines and sprints for add-ons to products
- Communicate with the Core Leadership Team of the Community Collider (The Contingent's hub for marketing, CX, technology, and data and impact) about technical needs from the ground
- Listen for opportunities to innovate around the product, reflecting them to the Executive Director of National Expansion

Relationship-Building

- Build trust and relationship with Every Child Indiana Network partners

- Lead proactive communication around product rollouts and product improvements with partners
- Gather feedback from Every Child Indiana Network on new products and programs

Communication

- Partner with Organizational Communications Strategist on branded and streamlined communication to Network partners about The Contingent, Air Game products, and the Every Child model
- 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 its programs Every Child and The Script
- Possess cultural and emotional intelligence with 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 (40 hours), exempt, salary range \$65,000 to \$82,000, (est. Total Compensation - \$73,000 to \$90,000) doe
- This position is in central Indiana.
- 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
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers; the 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 12-5 pm EST (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. Starting on 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, ECIN"** to hiring@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