Technology for Tomorrow
Empowering People in Need with Technology Education
A non-profit 501(c)(3) organization

Job Opening: Program Manager (nonprofit)

Technology for Tomorrow (T4T) is a nonprofit 501(c)(3) organization that collaborates with local, state, and national partners to empower people in need to reach their professional and personal goals through affordable technology education and skills training.

T4T seeks a Program Manager (PM) to play a central role in the development and management of strategic partnerships as well as implementation and coordination of programs and operations for Technology for Tomorrow (T4T). The PM works independently and collaboratively, reporting directly to the Executive Director to plan, manage, and implement activities in the following areas: partner outreach and development, program evaluation, meeting design, and coordination of program activities. Other responsibilities include curriculum development and teaching digital literacy classes, supporting communications and grant reporting, serving as liaison and T4T representative at community meetings, and advancing T4T's mission.

RESPONSIBILITIES & REQUIREMENTS

- Lead business development efforts to grow revenue-generating training contracts and paid programming partnerships, focusing on key states based on our target population.
- Participate in long- and short-term program development and planning.
- Develop and effectively manage program timelines to ensure timely completion of program deliverables.
- Monitor program activities to ensure quality and accuracy of T4T work outcomes vis-à-vis contractual and grant commitments.
- Manage and coordinate programming operations, including facilitation of small and large group meetings and training, both on location and online in English, including classes with learners in the targeted states of USA (such as VT, TX, AZ, FL, CT).
- Provide technology-based assistance to members of the community via T4T workshops.
- Support program-related grant reporting and compliance documentation and develop impact reports through collaborative writing and editing.
- Manage relationships with contractors.
- Participate in T4T strategic planning activities with the Board of Directors.
- Identify opportunities for marketing programs and services, including via T4T's website and social media channels.
- Cultivate nonprofit partnerships and funding relationships, promoting relationship-building among T4T and other organizations, agencies, and/or individuals aligned with T4T's mission.
- Develop and disseminate programmatic and marketing materials.
- Develop slide decks 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 T4T at local, state, and national meetings.
- Valid driver's license, access to a vehicle, and ability to travel. Mileage reimbursement provided based on IRS standard mileage rate.

QUALIFICATIONS AND EXPERIENCE

- Person should be a Vermont resident
- Passion for T4T's vision and mission
- Experience working with nonprofit organizations
- Skilled at working with diverse populations (older adults, recent immigrants, youth)
- Track record of successful project management and program management (including grant compliance) preferred
- Knowledge of and interest in technology-based assistance and communications, including social media platforms
- Fluent in English with strong communication and interpersonal skills
- Excellent analytical and organizational skills
- Dependable, reliable, accountable, and able to work unsupervised to complete expected tasks
- Willingness to engage in continuous learning and training
- Exposure to grant reporting and compliance

COMPENSATION

Salary range is $52,000 to $58,000 per year plus healthcare benefits reimbursement, max. up to $20,000. All applicants will be required to complete a background check.

Interested candidates should send their resume (including at least two professional references) and a cover letter to vijay.desai@tech4tomorrow.org

Technology for Tomorrow (T4T) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. Technology for Tomorrow (T4T) is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.