



# seeds

Ecology + Education + Design

## Job Description

### Summary

This SEEDS Program Manager will cultivate relationships within the SEEDS Youth Conservation Corps program that result in a healthy and growing social-enterprise for SEEDS. This position brings balance between the organizational mission, a program focus on youth development in workplace settings, the contracted needs of our clients and partners, and the effective and efficient deployment of SEEDS program staff. Important stakeholders to align include Youth Conservation Corps members, partners who also support youth development, clients and other funders who seek the services Youth Corps provides, and SEEDS leadership team.

**Essential Job Duties:** Continuously improve SEEDS commitment to engage individuals in a green collar workforce in order to become empowered participants in a local and global community.

- Delegation of Accountabilities
  - Lead the assignment of responsibilities in an efficient and productive manner
  - Supervise and support a select group of direct reports
- Financial Monitoring
  - Monitor and regularly revise program-level budgets, reflecting a synthesis of project-level budgets
- Partner Development
  - Assist with the development and implementation of marketing plans and strategies
  - Coordinate and engage in the cultivation of a list of prospective partners and clients, including both those we already know and some new-to-us prospects
  - Calculate project cost numbers to create quotes, bids, and complex project budgets
  - Facilitate responsive and consistent communication with both solicited and unsolicited prospects
  - Maintain SEEDS CRM (Salesforce) with updated project and client information
- Project Management
  - Communicate progress and surprises professionally with partners throughout a project, from pre- to post-project completion
  - Communicate and collaboratively delegate work commitments to SEEDS Youth Corps leadership team members throughout a project, from pre- to post-project completion
  - Track, champion, and report on project deadlines and financial goals
  - Produce project and program-level report materials and other required closure documentation
  - Periodically jump into the field to actively facilitate the completion of projects as well as capture success stories and ideas for process improvements

### Qualifications

- Excellent verbal and written communication skills – both formal and informal
- Excellent relationship building skills
- Preferred 2 year sales and/or account management experience
- Preferred experience with project bidding and billing



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- Previous supervision experience
- Experience working directly with youth and/or “at-risk” populations strongly preferred
- Must be able to pass all required background checks

## **Other Requirements**

- Willingness to travel in-state up to 25%
- Ability to work hours outside of traditional 8 AM – 5 PM, on occasion
- Self-motivated/Independent worker
- Ability to foster and develop a team-based approach to productivity
- Detail Oriented
- Ability to manage and keep track of many competing deadlines (project management)
- Strong and clear communication with co-workers and SEEDS team members
- Desire to work within an ever evolving and growing organization
- Ability to shift responsibilities as an organization evolves
- Familiarity with Google products (Gmail, Drive, Calendar), Microsoft office products (Word, Excel), Contact Management (Salesforce), and Project Management (Gantt charts) software
- Comfort level with social and work interactions
- Must be able to perform the physical duties required of a Team Leader including hiking, lifting, operating equipment, etc.

## **Compensation**

- Full Time employment, starting salary equivalent to \$18-22/hour
- Flexible scheduling, including periodic telecommuting
- 401K (*no health insurance is offered at this time*)
- Mission-driven work and a supportive team-based work environment