



**Job Title:**  
Program Manager  
**Location:**  
Solano, CA  
**Initial Date:**

## Girls on the Run of North Bay Job Description Solano Program Manager

June 2, 2014, Updated 12/14,  
11/21, 5/22 & 8/24

**Reports To:** Executive Director

**FLSA Status:** Non-Exempt, Hourly

### **Position Summary:**

The Girls on the Run of North Bay Program Manager is responsible for ensuring high-quality outcome and delivery of the GOTR program against goals for Solano County. Recruit and build relationships with volunteers, school principals/staff, and school districts to grow reach and impact. Work as a team to drive and achieve organizational goals in building a sustainable organization that is committed to helping our community be more inclusive, diverse, accessible, just and equitable with a trauma-informed lens. Be a GOTR champion and leader within the Solano Community to cultivate community awareness, partners, and donors. The position involves 30 - 40 hours per week with higher fluctuations during the program: spring (February–May), summer, and fall (August–November).

### **Program Management:**

- Manage goals and initiatives to achieve strategic plan for increasing program impact that will ensure GOTR relevance and leadership in the community.
- Review and discuss strategies, initiatives and goals to meet program goals relative to impact, diversity, access, and inclusion.
- Actively participate in team meetings. Manage and track the program goals using pinwheel, excel tracker and calendar.
- Work with team to manage program facilities and inventory.
- Coordinate with larger Girls on the Run Network to align local initiatives with national goals and strategies.

### **Program Recruitment:**

- Build partnerships with school districts, school principals and program partners within Solano County and other counties as needed.
- Recruit and select volunteer life coaches that are positive for the program and reflect the diversity of the communities we serve within Solano County and other counties as needed.
- Develop and implement targeted outreach strategies to recruit new sites and participants that reflect the diversity of Solano County and other counties as needed.

### **Program Retention:**

- Build relationships with volunteer life coaches to positively impact retention in Solano County.
- Visit and communicate with sites, volunteer life coaches, families and schools to ensure quality outcomes and impact in Solano County. Communicate with a trauma-informed lens.
- Monitor participant registration, the collection of registration fees and financial assistance relative to goals.
- Track and report on retention metrics to evaluate program success and identify areas for improvement.

**Organizational Revenue Generation and Sustainability:**

- Actively work to impact revenue generation through district funding, donations, sponsorships, grants, and fundraising events.
- Assist in identifying and cultivating new funding opportunities, including partnerships with local businesses and community organizations.
- Work with the team to host the end-of-program 5K event that is in Girls on the Run Spirit and welcoming for the diverse communities we impact.
- Actively participate in weekly staff meetings, coming prepared and engaging in collective problem-solving.

**Qualities and Qualifications:**

- Passion for Girls on the Run mission and the ability to effectively communicate issues surrounding empowerment, self-confidence, body image and whole-person health.
- Bachelor's degree or equivalent, and a master's degree a plus. At least 3 year's program management work experience, or equivalent.
- Experience with Girls on the Run or other similar youth programs preferred. Experience working in partnership with schools a plus.
- Committed to building a more inclusive, diverse, just and equitable community.
- Strong community and customer service focus from a trauma informed lens.
- Can-do attitude, with the ability to achieve high quality outcomes while managing multiple projects.
- Willingness to work a flexible schedule with some evening and weekend work.
- Outstanding communication and presentation skills with a range of audiences, including district administrators, school principals and staff and families.
- Ability to work effectively as a team member and maintain positive, best of intent from a trauma informed lens.
- Demonstrated strong project management skills.
- Proficient in Microsoft suite and adept at learning new systems.
- Access to reliable transportation for site visits and events.
- Fluency in Spanish preferred but not required.

This position is hourly, and offering a rate between \$28 - \$31 an hour, at 30 – 40 hours per week with the potential to increase with impact.

**Girls on the Run of North Bay** will recruit more than 400 volunteers and serve close to 2,000 girls in 3<sup>rd</sup> through 8<sup>th</sup> grade this coming school year. We are embarking on the implementation of a new strategic plan to grow our impact, providing extra support to our under-resourced communities, and ensuring organizational sustainability. This position plays a key role in actively working as an engaged team member to help us achieve our strategies to achieve our plan.

**Girls on the Run North Bay** is a 501(c) 3 nonprofit that is part of the national Girls on the Run© International movement. **Girls on the Run North Bay with our volunteer life coaches is committed to be a stand-byer, celebrate uniqueness and help our community be more inclusive, diverse, just, and equitable.**

Girls on the Run helps girls recognize their potential and rise above gender expectations that may limit their health, confidence, and joy. We respect and value the individuality and dignity of all people and welcome children who identify as girls, nonbinary, and gender-nonconforming to participate in our program.