



PROGRAM MANAGER

ABOUT US

Founded in 2004, the Clark-Fox Family Foundation supports the economic development of the St. Louis metropolitan region through program development and investments in K-12, higher education, public health, immigration, social justice, community leadership, and entrepreneurship. The Foundation prioritizes programs and investments that empower the end user and leverage each other for greater impact for our children and in our community. See more about the foundation: <http://clarkfoxstl.com>

WORK DUTIES

- Project Planning & Strategy
- Partnership Development and Recruitment
 - School Partnerships
 - Camp Providers
 - Community Organizations & Funders
- Data Analysis and Data Storytelling
- Community Outreach to local St. Louis families
- TV & Radio Interview Lead: Must be comfortable with public speaking
- Marketing and Communications Execution (in partnership with outside marketing firm)
- Annual Budget & Scholarship Process Management
- Supervise Assistant Programs Manager & Summer Interns as needed

APPLY NOW:

This is a full-time position looking to be filled as soon as possible. Salary is \$58,000-65,000, based on prior experience. bonus and benefit eligible. This role will be in-person at our Delmar DivINe offices.

We seek individuals of all backgrounds to apply for this position. We are committed to maximizing the diversity of our organization and to engage all those who can contribute to this effort.

Please submit your resume and cover letter of interest to Human Resources at hr@clark-fox.com. If you have any questions, please let us know.

POSITION DESCRIPTION

This is a full-time position at The Clark-Fox Family Foundation. This position will focus on the Foundation's Blueprint4 initiative, which will be celebrating its 10th year in 2024. While the job is primarily normal work hours, some early morning, evening, and weekend hours may be needed from time to time. This is an in-person position with offices located at the Delmar DivINe.

We believe it's more than just what happens in the classroom that adds up to a child receiving a quality education in the St. Louis Region. Blueprint4, originally launched in 2015 as Blueprint4Summer, offers a fast, free, and easy way to find the perfect out-of-school time program for families in the St. Louis Region. The platform lists thousands of program opportunities sortable by a variety of search criteria. In addition to the platform itself, Blueprint4 operates a scholarship program, annual marketing campaign, camp program professional development opportunities and more. This position will manage all aspects of this initiative including marketing and community outreach, data analysis and input, program expansion planning, strengthening partner relationships with school districts and program providers and more. This is a unique role, allowing the perfect candidate to have experience in many different job duties while focusing on a key Foundation initiative.

KEY CHARACTERISTICS

- A belief that all people are valued members of society and can contribute to society's improvement. Belief in the importance of social justice and education and social equity. Ideal candidates for this position would be committed to the growth and prosperity of the St. Louis community.
- Independent worker who takes initiative and adjusts course when necessary and appropriate. Strong personal responsibility; takes ownership for high-quality work in a fast-paced environment.
- Curious and passionate approach; is not satisfied with a superficial understanding and digs deep. Has an interest in what makes society tick, and how to make it better.
- Flexible and optimistic approach; commitment to overcoming obstacles with creative solutions.
- Prior experience with data input and analysis and using data to craft compelling stories and advocate for action.
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CORE COMPETENCIES

- Demonstrated proficiency in project management, including understanding and articulating goals, establishing timelines, and prioritizing steps/tasks.
- Proven ability to achieve high performance goals and meet deadlines in an extremely fast-paced environment with good time management skills. Can manage multiple projects simultaneously.
- Strong information gathering, monitoring, and analysis skills.
- Exemplary written and interpersonal communication skills; able to craft compelling written communication and engage in meaningful verbal communication. Prior experience with social media marketing preferred.
- Ability to learn new technologies and adapt to changes quickly. Preference given to candidates who possess excellent technology skills.
- Excellent organizational skills, attention to detail, and follow-up skills.
- Utilize analytical skills and demonstrate strong business acumen to effectively interpret and anticipate next steps.