



WE'RE HIRING!

PROGRAM MANAGER POSITION WITH THE HUMAN IMPACTS INSTITUTE

The [Human Impacts Institute](http://www.humanimpactsinstitute.org) (HII) is seeking a **Program Manager** for a 30 hour/week commitment and one-year contract, with an opportunity for long-term extension. The ideal candidate is interested in contributing their time to a growing, dynamic organization, in a role that requires defining, implementing and monitoring diverse programs.

We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law. All qualified applicants will receive consideration for employment without regard to any of the above-referenced characteristics.

Organization

Founded in 2011, the Human Impacts Institute's (HII) mission is to use arts and culture to inspire environmental action for social good. We envision a world in which communities are active agents of social and environmental change.

HII is expanding our programmatic reach and diversifying our audience and are looking for someone who is passionate about environmental issues, has nonprofit experience, and is an excellent communicator to help us implement our 2020 programming and funding opportunities. We are based in Brooklyn, NYC, and ideal candidates will be similarly located.

For more information, please visit www.humanimpactsinstitute.org

Position

Reporting to the Executive Director and Board President and serving as an integral member of the Crew, the Program Manager will be responsible for helping facilitate our key public programming and partnerships. The Program Manager will also assist in the writing and coordination of grants and will work with our Board of Directors for implementing programmatic strategy and program performance management.

This is an outstanding opportunity for an organized, independent professional with a proven track record of creative problem-solving and project management to join a high-growth, mission-driven organization. The candidate will be able to see their ideas and efforts come to fruition and affect positive change. In

addition to a rewarding sense of purpose, the successful candidate will be surrounded by a small, inspiring team both within the organization and with our countless partner organizations.

Expectations and Responsibilities of HII Program Manager

- 30 hours/week devoted to developing HII, with flexible scheduling possibilities
- Monthly reviews with ED and quarterly reviews with the Board of Directors
- Weekly check-ins for goal setting and progress review
- Active engagement in the mission and goals of the organization, including staff support
- Execution of agreed-upon deliverables
- Transparency and honesty in all dealings, with emphasis on terms of time availability and responsibilities

Strategy, Vision and Leadership

- Assistance in the development and coordination of programmatic and strategic partnerships
- Co-recruiting and management of interns
- Professional representation of the HII at conferences, panels, and events

Program Management and Fundraising

- Developing annual program/funding timeline and roadmap
- Leadership in researching writing, and managing grants
- Test and implement project management tools across HII's programs
- Streamline and improve M&E of programs with Board/Advisors/Catchafire Volunteers
- Coordination of curriculum development and implementation
- Assistance in program development and general organizational outreach

Qualifications

- Bachelor's degree mandatory, in a field related to HII's work is preferred.
- Minimum 3 years experience in the nonprofits, arts, environment, education or related field(s).
- Fundraising and/or grant writing experience is a plus.
- Excellence in organizational management with the ability to self-start, manage team members, and multitask across projects.
- Ability to leverage strengths across program areas; excellent project management skills.
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; a persuasive and passionate communicator.
- Action-oriented, entrepreneurial, flexible, and innovative approach to project management.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both programmatic and fundraising initiatives.
- Passion for HII's mission and impact.

Pay and Benefits

- An annual salary of \$30,000 a year.
- A 30-hour work week with flexible scheduling, to be coordinated with your supervisor.
- One-year contract with possibilities for mutual extension.
- A monthly HSA contribution (as applicable).
- Two weeks annually of paid vacation, with rollover. Unlimited unpaid vacation (subject to manager approval).
- Other benefits as outlined in the [HII Employee Handbook](#), subject to the terms of the applicable benefit plans.

Think this is perfect for you? Applications are accepted on a rolling basis until the position is filled and must include:

- An Introductory letter, including:
 - Why do you want to join our Crew?
 - Why are you the best person for this position?
 - What are your passions, special skills, and experiences that you will bring to the team?
 - What visions do you have for strengthening our work?
- A current resumé
- One writing sample (ideally funding or strategy document)
- Three reference contacts

Please submit your application at humanimpactsinstitute.org/apply Applicants will be reviewed upon receipt and you will be notified if we are interested in interviewing you. Position is open until filled.