

Program Manager

Beauty Changes Lives is a nonprofit foundation that unites beauty and wellness professionals and those they serve as it Elevates, Educates and Exposes the power of touch to transform careers, lives and communities. Our mission is to elevate the perception of the beauty industry as a viable and rewarding career choice. Our vision is to unite all categories to support the Next Generation of beauty and wellness professionals as they embark on their journey to become the next leaders and icons of our industry.

Beauty Changes Lives is supported by a coalition of beauty professionals including educators, product manufacturers, celebrities and industry icons. Through public events, educational outreach and partnership with select philanthropies, Beauty Changes Lives showcases the breadth of career opportunities available to beauty school graduates.

We are currently seeking a Program Manager to support the Foundation's four key programs in all areas of program execution. This position works remotely, but ideally would be located in the Chicagoland area.

POSITION OVERVIEW:

The **Program Manager** will support the growth and development of all Beauty Changes Lives programs. The position requires a strong communicator that is detailed oriented and highly organized. The Program Manager will help to implement the current programs as well as explore additional opportunities for partnerships. They will manage and coordinate the activities and administration of all programs; They will assure the implementation, and activities are carried out in line with the organization's objectives, motives, and goals.

Plans and develops methods and procedures for implementing programs and is responsible for all functions and phases of our programs.

DAYS/HOURS: Part time, flexible, 30 hours per week

ESSENTIAL POSITION RESPONSIBILITIES (may include, but are not limited to):

- Serve as the central point of contact for the Scholarships, Make Your Mark, Mentorships and Worth Up
- Implements, coordinates, directs and maintains all programs, including preparation of new scholarship and sponsor agreements, maintenance and monitoring of existing agreements and maintaining regular contact with donors and students
- Manage scholarship application data:
 - Design and perform application data imports and exports
 - Ensure application data integrity
 - Produce easily interpreted application reports for staff and other stakeholders.
- Update records as students progress through scholarship application and payment cycles
- Execute all queries and reporting for review and analysis of student data and other requested program statistical information

- Partner with finance administrators to ensure proper financial record keeping and reports on budgeted scholarship dollars. Maintains all documents, auditable records and electronic data in accordance with established policy and procedures
- Provide recommendations on best practices and contribute to the development of new and enhanced operational procedures that will contribute to improve the department and the Foundation
- Assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities
- Write, edit, and coordinate development of promotional materials, general program information, and materials as required with a high level of accuracy
- Maintain program records, research information and gather various data; prepare special and/or one-time reports/summaries, or reply to inquiries, selecting relevant data from a variety of sources.
- Collect and analyze feedback from sponsors, donors, scholarship winners and other program stakeholders to gauge satisfaction and success
- Perform administrative support tasks associated with Make Your Mark, Worth Up and Mentorship programs
- Maintain and update on-line program calendar of events and programming
- Conveys information, including explanation of program, direction, problems, and potential solutions, to management as well as to volunteers who are not specifically trained in a task.
- Performs miscellaneous job-related duties as assigned
- Manage all program information on our website, ensuring it is correct and up-to-date
- Modernize our website ensuring it is visually cohesive, revising design elements and copy

CANDIDATE QUALIFICATIONS:

- Graduate of an accredited college or university with a bachelor's degree in related field (social work, education, project management, etc.)
- +3 years' experience in a professional role requiring advanced technological proficiency with virtual platforms and electronic/digital data management systems/applications (e.g. Zoom, Office 365 – Teams/Forms, Adobe Pro, etc.)
- Experience in a social service nonprofit or related field

REQUIRED SKILLS AND ABILITIES:

- Excellent project management and organizational skills
- Ability to coordinate and organize meetings and/or special events
- Strong written and verbal communication skills
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse environment
- English oral and written fluency is required

AWESOME ADDITIONALS

- **Integrity** –Act ethically and honestly and take responsibility for their actions
- **Team Player** – Support larger organizational and team agendas more than personal goals
- **Communicativeness** – Actively and openly seek and share information
- **Drive/Energy** – Be passionate about the work; optimistic and enthusiastic; energize others

This position reports to the Executive Director of the Foundation and works remotely 90% of the time. Weekly update meetings and occasional travel is required.

To apply, please submit your cover letter, resume and salary requirements to
Lauren@beautychangeslives.org