

# XXcelerate

## Job Description: XXcelerate Programs Manager

Commitment: Non-Exempt Full Time Employee

Expected Start Date: September 2022

Work Environment: Hybrid – based in Portland, Oregon

XXcelerate is seeking a charismatic and community-minded professional to fill a key role at our growing organization – to manage the day-to-day operations of our external facing programs (Peer Mentorship, Growth Education & Mindset, Coaching and Community Building). Reporting to the Executive Director (ED), the Programs Manager will be responsible for the operational success of XXcelerate's programs, ensuring seamless program development, implementation, monitoring and evaluation.

XXcelerate is a 501(c)3 nonprofit organization whose mission is to address the systemic inequities women experience in growing their businesses. We disrupt the barriers they face by providing access to the community, resources, education and advocacy that catalyzes their growth; fostering their financial and economic freedom leading to vibrant communities and thriving future generations.

We are seeking a person to manage the various programs we offer in coordination with a small but efficient team of staff and contractors. The ideal candidate will be an experienced, highly productive, creative, community builder with a desire to contribute to the growth of women entrepreneurs in a nonprofit environment. They will possess an intimate and lived experience in building a business, helping others build businesses, and the entrepreneurial journey while also having expertise in project/program management. A 'roll up the sleeves' mentality, the emotional intelligence to relate to many types of human experiences, cultural competency and servant leadership mindset will all be attributes that will lead to success in this position.

Our hiring process is holistic and human-centered. We have outlined desired qualifications, skills and competencies below, but have no expectation that one human host all qualities. We encourage you to apply if you feel as if you could thrive in this position, possess the skills requirements and you have the lived experience required to succeed. We are open to some level of capacity building and training to transfer certain skills sets.

## Responsibilities

### Programs Administration, Implementation and Management (50%)

- Administer and coordinate the effective, efficient and timely implementation of all projects involved with daily operations of the programs from intake to tracking to monitoring and evaluation
- Meet process standards and ensure program outcomes are met in areas including customer satisfaction, approach, inclusion, deliverables quality, and coach/mentor/facilitator performance and contractor compliance
- Assess the business needs of beneficiaries, understand the nuances of business growth and skills development to manage the application of impactful interventions that support their capacity building

- Assist the ED with developing, implementing and evaluating program policies, procedures, and standards in accordance with the mission and goals of the organization
- Assist ED in managing and planning programs budgets for each fiscal year. Review programs budgets quarterly with ED and ensure fiscal adherence to budgeted expenditures and projected revenues

### Monitoring, Evaluation & Reporting (20%)

- Implement monitoring & evaluation methods to assess program strengths and identify areas for improvement while maintaining regular grant reporting, data collection methods, and donor outcome databases for compliance
- Produce accurate and timely reporting of program status throughout its life cycle
- Collate and compile data for annual impact report
- Analyze and report program risks. Implement and manage changes and interventions to ensure project goals are achieved to success and with predetermined outcomes

### Community Outreach and Engagement (20%)

- Build relationships in the community that engage women entrepreneurs, attend ecosystem events that elevate the visibility of our programs and liaise with community of practice members
- In support of the Communications strategy, coordinate and implement a collaborative engagement strategy for the marketing and visibility of our program while also creating compelling content and stories about members and their progress

### Program Strategy, Design & Build (5%)

- Thought partner on methodologies to retain agility and responsiveness of programmatic interventions ensuring accessibility, inclusivity, gender and cultural competency and innovation
- Develop needs assessments, listening opportunities and analyze opportunities to better serve women entrepreneurs by thinking outside convention and challenging status quo

## Core Competencies

- ❖ **Organizational Approach:** Attention to detail, organized with the ability to stay focused and tactful in a multi-dimensional environment. Process minded with excellent time management skills. Proactive and Adaptable. Team oriented with the ability to prioritize and troubleshoot when pressures arise. This is a fast-paced dynamic role.
- ❖ **Communication Style:** Communicates clearly and concisely both written and verbal. Possesses the ability to be an active listener and effectively incorporate feedback, with the ability to communicate with a diversity of stakeholders and leadership.
- ❖ **World View:** Flexible and adaptive self-starter who is curious and self-aware. Possesses integrity and compassion. Possesses an understanding of cognitive biases and will be aware of how structural racism and sexism manifest in everyday life.
- ❖ **Character:** Kindness and empathy are central to what we do. You have composure, are observant, and intuitive. You value humanity, connection, and embrace an optimistic vision and approach. Continuous learner with a Growth mindset.
- ❖ **Public Service:** Excellent customer service orientation - our beneficiaries are treated with the utmost respect at all times. Nonprofit work centers the beneficiary and our work is owned by the community and is for the community – you will shepherd these ideals.

## Required Skills & Experience

- Minimum 5 years' professional experience in program and/or project management with the ability to illustrate progressive responsibilities in public or private organizations over time
- Demonstrated experience in strategic thinking, problem-solving, team management & collaboration and needs assessment
- Lived experience working in business, social and economic inclusion, social justice, racial/gender equity, and/or social enterprise environments
- Strong interpersonal skills with with a high degree of cultural competency and emotional intelligence
- Proactive leader with excellent communication and relationship skills; demonstrating the ability to prioritize and effectively manage multiple work streams and deliverables on competing timelines
- Ability to work independently, (self-motivated) with strong time management skills and the ability to function and thrive in dynamic, ever changing environments
- Exceptional computer skills and technological savvy with intermediate to advanced proficiency in Microsoft Office, Google Suite, Zoom, Asana and Adobe products

## Package

**Salary Range:** \$60,000-70,000/annum base

**Benefits:** *Our benefits package is modern and generous. It exemplifies healthy work environments critical to the success of women and people of color and is coherent to the policies we advocate all businesses to offer as a baseline in today's workforce.*

- Quality Health Insurance (Silver & Gold plan options - includes vision and dental)
- Work-from-Home and Flex Scheduling
- Professional Development Opportunities
- Up to 3 weeks Paid Vacation in year one
- Twelve Paid Holidays per year
- Mental Health Days
- Paid Parental Leave
- Eligibility to Public Service Student Loan Forgiveness Programs

**Total Package Value:** Approx. \$70,000-85,000/annum

## Recruitment Process

- **Application Window (August 1 - September 2)**  
Applications are open on a rolling basis through the end of August
- **Information Session (August 17th 12-1p)**  
We will host an informational session on this job posting by Zoom and Phone. If you are interested in the posting and have questions, [REGISTER HERE](#)
- **Initial Phone Interviews (Begin August 29th)**  
Thirty-minute phone calls with Round 1 applicants will be scheduled for initial vetting

- **Interviews (September 8 - September 14)**  
Round 2 applicants will be invited to an in-person panel interview.
- **Finalist interviews (Week of September 19th)**  
Finalists will be invited to participate in a business case study to illustrate their program/project management, technical, and overall thought process skills

## How to Apply

1. Fill out the following [APPLICATION](#). In the form, the following are required attachments:
  - Your CV/Resume
  - A short letter about yourself (no longer than one page). Include how this posting resonates with where you are at today in your career journey and where you are going. Explain why you are the right person to be considered for the position and what value you would bring XXcelerate and the community it serves. This should not be a templated cover letter - be authentic, be bold, be clear.

We do not deploy any non-human recruitment methods. Bring your whole self to this process - we are excited to meet you and learn about the diversity of your experiences.

**EEO Statement:** XXcelerate is an Equal Opportunity Employer. We are a social justice nonprofit that values a diverse workforce and centers access for all people, including those historically marginalized from the formal economy. We are committed to providing a safe and inclusive workplace and to provide opportunity despite race, religion, education, gender, ability, age, sexual orientation, marital status, ethnicity or other community identifier rightfully protected. We value your humanity and encourage you to show up as you are in the most authentic way you can.

**VACCINATION POLICY:** XXcelerate as a public entity requires all new employees, rehired employees and new temporary employees to initiate COVID-19 vaccination prior to hire and complete their COVID-19 vaccination series no later than 30 days post-hire, unless the employee receives a medical or religious exception or accommodation. New employees must submit vaccination documentation or be approved for an exception/accommodation prior to commencing employment.