

Program Manager (Programs Department)

Job Description

Edited: March 2025

This Role At a Glance

As a Program Manager, you'll come to this role with great attention to detail, grant management experience, and the ability to manage multiple projects simultaneously. You will provide vital cross-departmental support, operationally and administratively. Based in the Programs area, the Program Manager will help lead essential functions of A Call to Men's Healthy Masculinity Initiatives and Youth Initiatives departments.

In this work-from-home role based in Charlotte, NC, you'll enjoy having opportunities to travel on behalf of the organization for trainings, conferences, fundraising events, film screenings, and all-staff gatherings. You'll report directly to the VP of Programs with a dotted line to the Director of Operations. As a member of a team of Program Managers across the organization, you value collaboration, structure, and innovating processes and will be supported with opportunities to grow within the organization.

In This Role, You Will...

- Provide general administrative support for the Healthy Masculinity Initiatives and Youth Initiatives departments by:
 - Investigating and securing travel logistics, including creating travel itineraries and monitoring conditions for traveling staff.
 - Managing payments and reimbursements for contracted trainers and vendors.
 - Contributing to an annual 25% non-salary expense savings goal in partnership with the Director of Operations.
 - Coordinating logistics and planning for speaking engagements, including contract management and nurturing relationships with partnering organizations.
 - Tracking engagement data monthly for reports.
 - Collaborating with the Communications department in support of deliverables (ex: approval of externally created event flyers, podcast/interview requests, related assets for department events, etc).
 - Coordinate and guide internal team meetings.
 - Provide technical support for select external meetings and events.
 - Assist in the planning and implementation of A Call to Men's annual Youth Summit and *dismantle*. art contest.
 - Other duties as assigned.

What You Know, The Skills You Have, and The Experience You Bring

- Excellent communication skills (oral and written). Strong presentation skills are a significant plus.
- A strong degree of experience (3-5 years) in administrative and operational roles.
- A history of working in gender and racial justice spaces is preferred.

- A demonstrated ability to operate efficiently in fast-paced, deadline-focused environments. Proven experience handling multiple high-priority projects with high attention to detail, ensuring high-quality outcomes.
- Proficiency with CRMs such as SalesForce, Campaign Monitor, Quickbooks etc. is not required but is a significant plus.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint), and Adobe Acrobat
- Proven history of working independently as this is primarily a work-from-home role.
- Ability to establish and cultivate strong relationships both within the organization and externally.
- Hands-on grant management/project management experience is preferred.

Who You'll Work With

- You'll report directly to RahK Lash (VP of Programs) while providing administrative support to Nicole Dillon (Director of Youth Initiatives)
- You'll have a dotted line to Joshua Shepherd (Director of Operations) with strong support from Heather Brame (VP of Operations) and Danielle Nicholson (COO)
- You'll also collaborate with Purusha Weeks (Programs Manager, Operations Department), Tia Stern (Programs Manager, Strategy & Impact Department) and FaJhenee Bradford (Programs Associate, Community Engagement Department)

Why You'll Love Working Here

- The work of A Call to Men lives at the intersection of gender and racial justice. This role allows you to combine passion with purpose and helps create a safer, more equitable world for all.
- The salary for this role is \$55,000.
- Unlimited PTO
- Annual day off along with a \$250 gift card in honor of your work anniversary
- Monthly "Teacher Work Days" for no-meeting, head-down time.
- Summer Fridays – allowing for three-day weekends between June-August when your calendar permits.
- 401k with 3% non-matching contribution and 4% match
- Comprehensive health, vision, dental and life insurance
- Annual \$5,000 Professional Development Stipend
- Annual \$5,000 Staff Fund. Use these monies to pay off student loans, put a down payment on a home, etc.
- Annual Mid-Year Retreat to deepen connection to both the team and the work (will require travel)
- Annual Staff Advance for collaborative strategic planning (will require travel)

What The Application Process Looks Like

We recognize that applying for roles can be time-consuming, and you are many things to many people. Therefore, we aim to keep our interview process as efficient as possible. Our interview process includes a total of three rounds:

- In Level 1, you'll meet with RahK Lash, VP of Programs, Joshua Shepherd, Director of Operations, Nicole Dillon, VP of Youth Initiatives and COO, Danielle Nicholson.
- In Level 2, you'll spend time with a selection of VPs and Directors.
- In Level 3, you'll have an in-person lunch with the hiring manager(s) and COO, followed by a one-on-one in-person interview with the CEO. Travel accommodations will be provided by A Call to Men.

Please note, some of our roles do require a skills assessment. If you're applying for one of these roles, you'll be notified in Level 1 and will complete the skills assessment in Level 2. Because a skills assessment utilizes the same skills that would be used upon hire, we will compensate you for the completion of this skills assessment. Further details will be disclosed during Level 1.

How to Apply

Please send your resume and cover letter to info@acalltomen.org.

A CALL TO MEN is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.