

The **Project Manager** reports to Executive Director of Membership and Workforce Development and oversees the planning, implementation, and evaluation of NACCE's entrepreneurship programs by working collaboratively with internal teams, community colleges, and external stakeholders to ensure the effective execution of programs that align with NACCE's mission and goals.

Specific Responsibilities

- **Program Planning, Development and Implementation:**
 - Collaborate with leadership to develop, refine and document program objectives and strategies in alignment with organizational goals.
 - Design communication plan for program participants (i.e. methods, timing, etc)
 - Establish plan for data collection and analysis
 - Coordinate internal team member responsibilities to ensure seamless program delivery
 - Conduct training and onboarding sessions for participants
 - Create collateral materials to be shared with participants
 - Communicate frequently with community colleges, educators, and partners to facilitate the successful implementation of programs.
 - Develop and implement streamlined operational processes for all NACCE initiatives to maximize efficiency in program execution, and membership processes.
 - Optimize resource allocation to ensure programs are adequately supported with personnel, budget, tools, and resources.
 - Actively engage with stakeholders to identify opportunities for program enhancement and expansion
 - Provide regular reports to leadership, detailing program progress, challenges, and recommended improvements.
- **Team Leadership:**
 - Supervise support staff assigned for program execution
 - Provide guidance needed to foster a culture of collaboration, innovation, and continuous improvement
 - Conduct performance evaluations and support professional development initiatives
 - Other support as directed
- **Partnership Growth and Engagement**
 - Develop and maintain standard operating procedures for customer relationship management and tracking of partner engagement
 - Implement data management tools for monitoring and tracking implementation of program initiatives
 - Report program initiative results to executive leadership, team members, and external stakeholders.

Qualifications:

- Bachelor's degree in a relevant field
- 5+ years of experience in program management and operations, preferably within the nonprofit or education sector.
- Strong written and verbal communication abilities.

- Proficiency in Microsoft Office Suite and relevant software
- Proven experience in planning, implementing, and evaluating successful programs.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Ability to collaborate effectively with diverse internal and external stakeholders.
- Experience in utilizing technology to optimize operational processes for efficiency and scalability.
- Ability to maintain confidentiality of all contracts, agreements, and conversations.
- Availability to travel for conferences and meetings, as needed.

Location: This position will work in NACCE's headquarters in Cary, NC office with hybrid potential for 4-days in office and 1-day remote work.

Interested candidates are invited to submit a resume, cover letter, and references to Debbie Poplin, poplin@nacce.com.