

### **Program Manager, The Partnership, Inc.**

The Partnership, Inc. is the 501(c)(3) affiliate of the Delaware State Chamber of Commerce. Its mission is to foster private sector involvement in workforce development to attract, develop, and retain intellectual capital that will serve as the future workforce for Delaware businesses. The program manager is responsible for helping to formulate, direct and execute the following programs and groups: Intern Delaware, Superstars in Education, Delaware Principal for a Day, and the Delaware Young Professionals Network. The program manager will assist with the development of the mission, strategy, annual goals, and objectives of The Partnership, Inc. This individual will articulate the vision of the board to corporate and civic leaders, individual donors, and the public. Successful management of fundraising and event development are critical to the mission.

### **Responsibilities:**

The essential duties and responsibilities include the following:

- Manage the Intern Delaware program through planning and executing a series of at least seven experiential marketing events with significant participation and within budget.
- Identify and coordinate business relationships seeking to expand or start an internship program in Delaware.
- Manage the Superstars in Education awards program's application and selection process, and work alongside the State Chamber's events manager to plan and execute an awards event.
- Coordinate school visits to foster working relationships between business and school leaders through the Delaware Principal for a Day program.
- Manage and foster a business network of Delaware young professionals through the delivery of six networking, volunteer, and professional development events per year through the Delaware Young Professionals Network. This person will also manage meetings and minutes for the planning committee.
- Responsible for maintaining a budget related to administrative operations, marketing and advertising, events and strategic planning.
- Support the workforce development programmatic and advocacy efforts of the Delaware State Chamber of Commerce.
- Fundraise and develop new sources of revenue to sustain The Partnership, Inc. and its programs.
- Assist in the recruitment of DSCC members, partners, and new members to expand each program.
- Perform a variety of administrative tasks, including but not limited to:
  - Maintaining board agendas and minutes
  - Scheduling meetings and events
  - Invoicing corporate sponsorships
- Implement board-directed initiatives.

- Work alongside the State Chamber's communications team to develop, implement, and track social media, marketing, and public awareness campaigns.
- Work alongside the State Chamber's communications team to maintain websites related to The Partnership and its flagship programs.

**Skills and Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required.

- 3 to 5 years of results-oriented, project-related experience in the for-profit or not-for-profit environment
- Demonstrates a passion for and understanding of the state of Delaware
- Candidate should have experience creating and managing an operational budget that aligns with a set strategic plan
- Strong written and verbal communication skills
- Strong communication and interpersonal skills with experience in navigating complex relationships across multiple stakeholders with varied interests.
- Experience as an effective collaborator in a fast-moving, 'matrixed' organization with the ability to connect key internal and external stakeholders to accomplish organizational objectives
- Project planning, execution and management
- Proficient in Microsoft Office programs (Word, PowerPoint, Excel, etc.) and ability to work with CRM programs (ie Atlas – MemberClicks, Salesforce, etc.)
- Ability to prioritize tasks, meet deadlines and generate high-quality deliverables
- Good judgment and ability to work independently
- Ability to learn quickly and take ownership
- Ability to facilitate meetings and groups to consensus around recommendations and action
- Ability to turn challenges into solutions

Interested applicants should email a cover letter and resume to [dsc@dscc.com](mailto:dsc@dscc.com).