



## Program Manager

### GENERAL SUMMARY

The Program Manager oversees the development and administration of Christine Center's programs, encompassing planning, organization, staffing, leadership, presenter and participant communication, and coordination of all program activities. This role demands a high level of professionalism, adeptness at multitasking, prioritization, and ensuring satisfaction among presenters, participants, and team members.

As a salaried exempt position, the Program Manager reports directly to the Executive Director. This role presents an opportunity to contribute significantly to our mission of providing contemplative support to individuals of all spiritual paths. Collaboration with other Leadership Team members and the Program Committee of the Board is essential.

In addition to core responsibilities, members of the Leadership Team collaborate to develop interdepartmental processes and ensure the integration of the organization's mission, vision, and values throughout each department and the broader community/workplace environment.

**Time:** Full-time

**Location:** Willard, WI

**Housing:** On-site housing provided as part of compensation or must live nearby

**Flexible schedule:** Opportunity to work remote some days

**Salary range:** \$40,000 - \$55,000

### RESPONSIBILITIES

#### *Program Planning and Development*

- Strategically plan the delivery of programs and related activities, both on campus and online, aligning with the organization's mission and long-term goals.
- Develop and implement new programs that introduce innovative practices and address emerging spiritual and community needs.
- Collaborate with the Leadership Team to organize special workshops, events, or promotions in alignment with the organization's mission.
- Maintain the master workshop and event calendar.
- Develop forms, records, and reports to document program-related activities.

#### *Networking and Relationship Building*

- Cultivate an extensive network of connections to stay at the forefront of spiritual development trends, practices, and innovations.
- Foster and maintain strong relationships with presenters, ensuring their satisfaction and fostering long-term commitments.

- Provide contracted presenters with ongoing communication including participant data, housing, and other relevant information.

### ***Communications and Reporting***

- Communicate insights on emerging trends and opportunities with Executive Director, Program Committee, and Board as appropriate.
- Gather pertinent written and visual materials from program presenters to inform marketing strategies in collaboration with the Communications Manager.
- Develop and oversee a reporting process with the bookkeeper to track workshop attendance, participant numbers, revenue generated, and net profit, providing regular updates to key stakeholders.

### ***Presenter Coordination and Logistics***

- Research, contact, and assess potential speakers for workshops and training programs.
- Verify credentials of potential presenters including reference checks, website reviews, background screenings, and applicable licensing, certification, and insurance.
- Negotiate contracts with presenters in accordance with organizational procedures and policies.
- Coordinate presenter requirements with relevant team members such as room set up, technology needs, and scheduling.

### ***Operational Coordination and Support***

- Coordinate with the Operations Manager to ensure efficient registration and hospitality concerns.
- Participate in onsite rotation to provide coverage for weekend events, including serving as an after-hours emergency contact.
- Collaborate with Executive Director and Finance Committee to develop the annual budget and establish program plans to achieve revenue goals.
- Actively participate as a member of the Leadership Team, providing insight and decision-making on matters of significance to the Center's operation, direction, and future.

## **QUALIFICATIONS**

The requirements listed below represent the knowledge, skills, and abilities necessary for the position. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

This individual will have the authority to make day-to-day decisions within the parameters of the approved annual budget and the organization's policies, practices, and procedures. Any exceptions or decisions outside of current policies will be discussed with the Executive Director for review and approval.

***Personal Characteristics:***

- Proficient in problem-solving, including conflict resolution, while respecting individual perspectives, maintaining confidentiality, and ensuring timely resolution.
- Demonstrated ability to cultivate a welcoming and hospitable environment for guests, visitors, facilitators, and colleagues.
- Experienced in evaluating and implementing procedural and process improvements to seize opportunities for enhancement.

***Education and experience:***

- Preferably holds a post-secondary education or degree in a relevant field.
- Demonstrated success in researching, developing, launching, and evaluating programs.
- Experience in public speaking and conducting workshop presentations.
- Professional decision-making guided by values and ethics.
- Understanding of basic business finance principles, including budgeting, profit/loss calculations, and progress reporting.
- Excellent verbal and written communication skills across diverse contexts, including policy development, presenter communications, marketing materials, and workshop introductions.

***Other Knowledge, skills, and abilities:***

- Proven ability to effectively organize complex projects, demonstrating exceptional attention to detail and requiring significant coordination with other members of the Leadership Team.
- Proficiency in Microsoft 365 applications, including word processing, spreadsheets, and databases.
- Familiarity with operating general office equipment such as computers, fax machines, copiers, and phones.
- Comfortable with utilizing a wide range of presentation technologies.

**WORKING CONDITIONS*****Community Environment***

Our community fosters collaboration, mutual support, and empowerment. Staff enjoy a serene work atmosphere that embraces open spiritual practices. Daily meditation sessions and community dinners are integral parts of our routine, further enhancing the sense of unity and personal growth among our team members. This holistic approach not only supports professional development but also nurtures personal well-being.

***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The person is occasionally required to stand, walk, climb, balance, stoop, kneel, or crouch. The person must occasionally lift and/or move up to 25 pounds.

### ***Work Environment***

This position is part of the "exempt" leadership team and requires close collaboration and coordination with its various members, including the Executive Director, Communication Manager, Operations Manager, Kitchen Manager, and Executive Assistant. The position is based in an office on campus. As noted in the "Responsibilities" section, this position must have flexibility in work hours and availability for weekend rotations, including being on call for emergencies.

### **BENEFITS**

- HRA or Wellness benefit
- Flexible spending account (employee funded)
- Free meals during retreats
- Paid time off

### **ACCOUNTABILITY**

The person in this position is directly accountable to the Executive Director and is a critical part of the Leadership Team, collaborating with all the above including the Program Committee of the Board of Directors.

### **DISCLAIMER CLAUSE**

The above statements are intended to provide a general overview of the job and its requirements. While every effort has been made to ensure accuracy, the actual duties and responsibilities may vary based on the needs of the organization and the skills of the individual hired. This job description is subject to change at any time as deemed necessary by management.

**To apply, please send your resume to [jonathan@christinecenter.org](mailto:jonathan@christinecenter.org)**