



Exceeds Expectations, Inc.

Position Title: Program and Community Relations Manager

Employment/FLSA Classification: Full-Time

Work Schedule: 8am-5pm

Reports to: CEO

Location: Office

Pay Range: \$35K-\$40K per year

Exceeds Expectations is a 501(c)(3) organization with the vision to end generational poverty through financial literacy, personal/workforce development with one person, one family, and one community at a time. Our mission is to education our community on financial literacy, inspiring them to invest in themselves, help them believe in opportunities, and achieve the impossible

Position

We are looking for a **Program and Community Relations Manager** to work directly with the Chief Executive Officer to strategically develop and maintain community relations. The Program and Community Relations Manager represents Exceeds Expectations within the community and works to progress the programs mission and vision.

Responsibilities and Skills:

Program Management

- Organizes and develops program and program activities in accordance with the mission and vision of the organization.
- Develops new programming to support the strategic direction of the organization.
- Supports the Chief Executive Office in creating and managing long-term organizational goals.
- Supports the Chief Executive Officer in grant finding and writing grants/funding proposals.
- Supports the Marketing team on an outreach strategy for social media handles.

Community Relations and Outreach

- Develops and implements strategic planning for community outreach and partnerships.
- Proactively initiates and supports opportunities of partnerships with community organizations and members, as well as educational entities.
- Serves as the key point of contact for program participants, community organization, and other stakeholders.
- Plans, develops, organizes, and implements events and volunteers to advance the mission and goals of the organization.
- Attends meetings community organization/neighborhood association meetings as needed.
- Represents Exceeds Expectations in community events alongside team.
- Develops written content for the Exceeds Expectations newsletter and/or other pieces of social media.

Required Skills/Abilities

- Excellent verbal and written communication skills.

- Proficiency in Microsoft Office suite or related software.
- Strong interpersonal skills and ability to work extremely well as part of a team.
- Strong experience in program management and/or support.

Qualifications

- Bachelor's degree preferred in Non-profit Leadership, Communication, Public Relations, Marketing, or related field.
- At least two years of work in a non-profit organization or human services organization.