**Program Manager, Georgia City Solutions**

The purpose of this position is to oversee, manage, and organize programs and initiatives consistent with non-profits’ mission of addressing intergenerational poverty, uniting our state, strengthen communities, and developing a talent pipeline within Georgia. Areas of focus are currently Literacy, Youth Leadership and Engagement, and Young Professional Leadership development.

**Essential Responsibilities:**

Develop and maintain successful working relationships with city officials, staff, key partner organizations and stakeholders.

Work with GCS/GF Managing Director and additional staff to provide strategic guidance, planning, coordination, and operational assistance to create and deliver programs and initiatives. Programs and initiatives may include but are not limited to training/education workshops, webinars, forums, seminars, summits, conferences, cohorts and pilot programs, and advisory council/thought leadership meetings.

Drive goal attainment through program management and defined project plans; manage implementation activities, and develop processes, documentation and communications for program/process rollout and ongoing support, as required.

Develop, track, maintain and present metrics and reporting information for programs and initiatives.

Coordinate and manage the fulfillment of grant requirements according to established guidelines and deadlines in collaboration with program/project team members and outside stakeholders as required.

Communicate with city officials and other stakeholders as needed to coordinate activities and exchange information; and tailor the level of program-related communication to the audience.

Prepare presentations, case studies, and articles on programs and initiatives for GMA’s and GCS’s website, magazine, or other publications as needed.

Compile information/data on best practices and promising initiatives within cities to support the development of research, communications, and city engagement initiatives.

**Qualifications**

Bachelor’s degree from an accredited college or university in business administration, economic development, human resources, public administration, political science, public health or in a related field and 4 years of practical experience in program area, or Master’s degree and 2 years of practical experience in program area. Experience working with city officials and/or city governments preferred.

If interested, email mbaggett@gacities.com