



Job Description – Program Manager

Classification: Exempt

Staff Type: Term (annual) / Full Time

Salaried \$52,265.20 - \$66,664.00

At Partnership for Community Action, we support communities to take ownership of solutions and lead the way to lasting change. We focus on critical community issues like early-childhood education, economic sustainability, and community wellness. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods.

Our mission is to dismantle systems of inequity by investing in people and families to build power, working locally and spreading across New Mexico.

We envision engaged, healthy, vibrant communities in which everyone has quality education, wellness, and economic opportunity.

Position Summary

The Program Manager is responsible for the **strategic planning, implementation, and oversight of complex, integrated programs that advance the mission and vision of PCA**. This role ensures that programs are designed and delivered with integrity, accountability, and measurable impact, while fostering strong partnerships with families and community stakeholders, advisory groups, and collaborating organizations across the state.

The Program Manager provides leadership for day-to-day program operations, supervises staff, partner engagement, ensures compliance with grant and contract requirements, and supports continuous improvement efforts that strengthen organizational effectiveness and community outcomes.

Essential Duties and Responsibilities

Program Strategy, Design & Implementation

- Lead the design, implementation, and execution of complex programs aligned with organizational mission, strategy, and community needs
- Provide day-to-day leadership to ensure high-quality, consistent program delivery and outcomes

Stakeholder Engagement & Coalition Leadership

- Lead stakeholder engagement, including convening coalitions, facilitating partnerships, and representing the organization in community, policy, and professional forums
- Build and sustain strategic partnerships that strengthen advocacy impact and community reach
- Oversee recruitment and engagement of participants, partners, and collaborators

Strategic Planning & Continuous Improvement

- Advise leadership on program strategy, goals, and performance metrics
- Drive continuous improvement by identifying opportunities to enhance effectiveness, efficiency, and sustainability
- Develop and maintain systems for program documentation, monitoring, and operational consistency

Staff Leadership & Operational Oversight

- Supervise and develop program staff through coaching, performance management, and professional development
- Foster a collaborative, accountable, and mission-driven team culture
- Ensure compliance with organizational policies, quality standards, and operational procedures

Budget & Resource Management

- Support budget development and manage program expenditures to ensure alignment with funding requirements and organizational controls

Data, Evaluation & Reporting

- Oversee and support the implementation and design of data and evaluation management of all programs, analysis, and reporting to ensure program performance, compliance, and informed decision-making
- Define and track program metrics, including advocacy outcomes and community impact

Grassroots Organizing & Community Engagement

- Lead grassroots organizing efforts that elevate community voice and advance strategic priorities
- Build capacity of community leaders through training, mentorship, and advocacy skill development
- Ensure all engagement is culturally responsive, trauma-informed, and equity-centered

Advocacy Strategy & Policy Engagement

- Develop and implement advocacy strategies aligned with organizational and community priorities
- Monitor policy developments and coordinate nonpartisan advocacy efforts
- Prepare stakeholders for advocacy engagement and ensure compliance with nonprofit regulations
- Translate complex policy issues into accessible, community-centered messaging

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.

Knowledge, Skills and Abilities Required

- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to leverage partnerships with organizations, governmental departments, and private sectors.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community, including with families and caregivers across the state.
- Ability to gather data, compile information, and prepare reports
- Ability to provide technical coordination and management of development and/or project implementation
- Knowledge of management principles and practices, including project management and implementation skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities, especially with the use of project management tools like Monday.com
- Knowledge of contracts and grants preparation and management.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Minimum Job Requirements

- Bachelor's Degree required.
- Minimum 2 years of demonstrated professional experience directly related to the responsibilities specified, including a minimum of 2 year management level experience directly related to the duties and responsibilities specified.
- Experience working directly with families or caregivers, low-income communities, schools, and/or community-based (nonprofit) agencies, with skills and knowledge in popular education and reflective practices.

Preferred Qualifications

- Ability to travel, depending on need
- Relevant experience partnering directly with community members and families to create meaningful experiences, share resources, and advocate for positive systemic changes in support of young children and families.
- Bilingual English/Spanish

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.

- Work is normally performed in a typical interior/office work environment, this is not a remote work or telework position.
- Expectation of in-state and national travel.

Organizational Relationship

- The position reports to the PCA Deputy Director

Benefits Eligible

This is a benefits eligible position. Partnership for Community Action provides a comprehensive package of benefits including 100% employer paid medical, dental, vision, and life insurance for the employee and 80% employer paid for dependents medical, dental, and vision.

Application Process:

- Please submit your resume and a cover letter outlining your qualifications and interest in the position to PCA@forcommunityaction.org. Subject Line: Program Manager
- Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted

Partnership for Community Action is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We are committed to creating an inclusive and accessible workplace for all employees.