

**JOB POSTING**

TITLE: Program Manager – New Entrepreneurial Learning  
DEPARTMENT: Entrepreneurship  
REPORTS TO: Senior Director, Entrepreneurship  
DATE: May 2019

**BACKGROUND**

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The Ewing Marion Kauffman Foundation was established in the mid-1960s by the late entrepreneur and philanthropist Ewing Marion Kauffman. Based in Kansas City, Missouri, the Kauffman Foundation is among the largest foundations in the United States with an asset base of approximately \$2 billion.

The Foundation's vision is to foster "a society of economically independent individuals who are engaged citizens, contributing to the improvement of their communities." In service of this vision, we focus our grant making and operations on two areas – education and entrepreneurship – which our founder, Ewing Kauffman, saw as two ends of a continuum. A quality education is the foundation for self-sufficiency, preparing young people for success in college and in life. Many young adults will work in businesses started by entrepreneurs. Some will become entrepreneurs themselves, providing jobs and wealth for society.

*Our mission:*

To help individuals attain economic independence by advancing educational achievement and entrepreneurial success, consistent with the aspirations of our founder, Ewing Marion Kauffman.

**RESPONSIBILITIES**

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The Program Manager (PGM) will manage the Kauffman FastTrac (KFT) and 1 Million Cups (1MC) programs; the programs are the key components of the Foundation's New Entrepreneurial Learning (NEL) strategy.

Based in Kansas City, Missouri, and reporting to the Senior Director in Entrepreneurship, the PGM will lead day-to-day operations, develop, and oversee implementation of plans for KFT and 1MC. This includes budget management, vendor management, workplan/timeline management, and supervising and developing four associates. In addition, the PGM will work with the technology and communications teams to ensure the technology components/platform supporting KFT and 1MC are meeting programmatic needs.

The PGM will ensure that this work is informed by and coordinated with efforts across the entrepreneurship strategy – efforts to strengthen entrepreneurs and strengthen or create inclusive and connected entrepreneurial communities. The PGM will work collaboratively across the entrepreneurship strategy – including working with program officers and associates on the Evaluation, Knowledge Creation and Research, Policy, and other relevant Kauffman Entrepreneurship teams, as well as the Kauffman Foundation Public Affairs, Technology, and Education departments.

Specific responsibilities include:

**National Strategic Program Execution**

*KFT and 1MC Program and Project Management*

- Oversee and manage all aspects related to the program and project management of KFT and 1MC programs.
- Grow, develop, and manage national partnerships that can extend and enhance the programs' goals.
- Understand, gather, and prioritize needs and requirements from KFT and 1MC customers, namely intermediaries (1MC organizers and KFT affiliates) and end users (1MC presenters and attendees, KFT enrollees, and Entrepreneurship.org users).
- Apply user-centered design thinking to manage 1MC and KFT products to maximize the satisfaction and loyalty of our customers, including using digital engagement/communication tools and analog in-person convening activities.
- Develop and manage a product roadmap for 1MC and KFT, that drives long-term satisfaction, benefit, and impact for our customers.
- Report on clearly defined program outputs/outcomes as approved by the Senior Director.
- Maintain an operational program management plan with status updates and a scorecard for the Senior Director.
- Manage a team of four associates to ensure effective coordination and reasonable workflow among team members.
- Manage forecast spending and budget planning related to the KFT and 1MC programs.

### *Grantmaking and Grants Management*

- Oversee or lead grants and agreements within the scope of KFT and 1MC.
- Identify and rigorously assess potential grantees based on strategic fit, financial and organizational capacity, and scalability.
- Work collaboratively with the Grants Administration and Operational Effectiveness team in all aspects of moving a grant request from intake to commitment letter.
- Develop clear, concise, and insightful written analysis and recommendations for funding.
- In collaboration with prospective grantee and internal departments, establish goals, metrics, and payment and reporting schedules for each grant.
- Provide regular oversight and monitor grantee performance through ongoing conversations and formal reporting on metrics, budget, and learnings. Identify grantee challenges, develop recommendations for necessary scope revisions, and modify grant to ensure advancement of strategic objectives.
- Upon grant closure, provide clear and insightful written analysis on strategic and operational learnings to improve our work going forward.
- As directed by the Senior Director in Entrepreneurship, report grant status updates, prepare reports and information for board meetings, and collaborate with other areas in the Foundation.

### **Team Development and Supervision**

- Develop, support, coach, and supervise a team of four program staff.
- Facilitate staff strategic planning and project management work, by supporting them in ways that help them meet deadlines on program plans and associated activities.
- Communicate expectations, work with associates to set performance goals, monitor results, and provide constructive, candid, balanced, and timely feedback on day-to-day work.
- Identify and provide learning, growth, and development opportunities for program associates.
- Recommend any additional resources, practices or procedures to the Senior Director to support the New Entrepreneurial Learning program area.

## **EDUCATION/EXPERIENCE/SKILLS**

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Education: Bachelor's degree in liberal arts, political science, public administration, business, economics, or related area of study preferred or equivalent years of experience. MBA, Masters, and other advanced degrees in related discipline preferred.

Work Experience: Minimum five years of progressive experience in public or private sector or nonprofit, entrepreneurship support organization or in a political or research think tank setting; academic or entrepreneurial endeavor preferred.

Travel: This position may require up to 25% business travel depending on execution phase of the programmatic work.

## **QUALIFICATIONS**

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Qualified candidates for this position must be highly motivated, capable of self-directed work, detail-oriented, and able to work collaboratively across teams and departments. Incumbents must exhibit a keen sense of responsibility and enjoy working with multiple demands, shifting priorities, and constant change.

### A successful candidate profile:

- National program manager skill set that includes strategic planning, program management, analytical skills, and execution experience.
- Ability to process complex concepts and strategies to communicate and package into clear and understandable language at all levels of the foundation.
- Ability to construct logical narratives and arguments that connect grant outcomes to overall departmental goals.
- Excellent communications skills: well-developed verbal, writing, listening, and strong presentation skills.
- Ability to easily and quickly move from the macro to micro perspective and vice versa.
- Excited by complexity, motivated by mission and solving problems, intellectually curious, and willing to try new things.
- Proven track record in coaching, developing, and leading teams.
- Solid interpersonal, consensus-building, persuasion, and leadership skills with the ability to quickly establish and develop credibility, particularly in the field of entrepreneurial learning, with diverse external and internal audiences at all levels of organizations.
- Focused, steady, not distracted and comfortable presenting business cases, models, and scenarios.
- Experience in understanding and managing program and grantee budgets to identify grantee capacity for success as well as potential risks.
- Ability to maintain a calm and competent demeanor in uncomfortable or difficult situations.
- Conversant with tracking of key performance measurements used to inform program strategy, design, and effectiveness, working in collaboration with the Foundation's Evaluation department and Research and Policy team.
- Proven organizational skills and the ability to successfully manage multiple projects simultaneously while meeting or exceeding deadlines.
- Strong analytical skills with an ability to assimilate new information and processes quickly.
- Solid judgment and decision-making abilities.
- Should have a personal values system that encompasses the highest standards of humility, humor, stewardship, respect, excellence, openness, and professional ethics reflective of the Kauffman Foundation.
- Strong computer literacy skills, including project management, word processing, spreadsheets, and related business solutions tools.

All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties,

and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

## **COMPENSATION**

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A competitive compensation package, including base salary and an outstanding benefits package will correspond to the experience level, credentials, and skills of the candidate.

## **NON-DISCRIMINATION**

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The Kauffman Foundation firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

## **TO APPLY**

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Interested applicants can apply for this position by submitting a cover letter and resume to [resume@kauffman.org](mailto:resume@kauffman.org).

*Resumes and cover letters should be submitted in this fashion, please. (last name, first name, resume OR last name, first name, cover letter).*