

Job Title	Program Manager-Indus Cares Foundation
Employer/ Agency	Indus Management Group LLC
Job Description	<p>ABOUT THE POSITION</p> <p>The Indus Cares Foundation seeks an experienced non-profit professional to join our team as a Program Manager. The Foundation seeks to recruit individuals with superior interpersonal skills, a respectful and analytical approach to the work of grantees and partners, and a proven ability to work effectively as part of a team. A successful candidate will have a keen understanding of the human and social services sector and/or early childhood education, a strong commitment to public education, and a deep commitment to addressing issues of equity in our communities. This position is based in Houston, Texas, and reports to the Executive Director.</p> <p>JOB RESPONSIBILITIES</p> <p>The Program Manager role includes the following:</p> <p>Program Design, Implementation, Monitoring (75%)</p> <p>Design and implement program offerings at Indus Communities for residents as well as planning seasonal events around holidays and back-to-school</p> <ul style="list-style-type: none">• Coordinate new and ongoing programs of Indus Cares Foundation• Serve as on-site representative for the Indus Cares Foundation at the Indus Communities• Visit the Indus Communities to manage volunteers and/or staff to ensure that project goals/standards are met for classes, meal distribution, vaccine/immunization events, and all other programs• Identify programs or service opportunities in the greater Houston area that align with the mission, values, and goals of the Foundation• Utilize a tracking system to organize information on prior and upcoming events as well as facilitate outreach• Regularly update a calendar of programs and events accessible to leadership and employees regarding programs and events on the various Indus Communities• Collaborate with other departments to ensure that events and programs are well-publicized to residents and employees• Produce content (pictures and short summaries) that can be used by Marketing and Digital Communications for updating Foundation social

	<ul style="list-style-type: none"> media pages and websites Draft brief summaries of programs and accomplishments for quarterly investor newsletter, presentations, employee letters, or award applications, as needed Create a summary of events (per property) on an annual basis for compliance purposes <p>Evaluation, Impact and Strategy (20%)</p> <p>Develop criteria and structures for measuring the quality and potential impact of program requests and ongoing programs</p> <ul style="list-style-type: none"> Monitor the progress and results of the Foundation's initiatives; identify key learnings, take action, and adjust to improve results to amplify the Foundation's impact within Indus Communities and its outreach in the greater Houston area Lead other projects or research at the request of the Executive Director or Founder; participate in and execute other Foundation duties as assigned to support the team and organization <p>Grant Portfolio Management (5%)</p> <p>Track and maintain information about current and prospective grantees to enable knowledge-sharing</p> <ul style="list-style-type: none"> Consider the needs of grantee organizations and intentionally build and maintain relationships with existing and prospective grantees Prepare recommendations to support grantmaking decisions
Qualifications	<p>Candidates will have a bachelor's degree in a related field and a minimum of 5 years professional experience in program management. A master's degree is preferred but not required.</p> <p>Candidates who possess the preferred degree, 3 years of experience is required. Supporting a non-profit organization is a plus (relevant internship experience will be considered). Candidates may substitute the required degree with years of equivalent experience on a one-to-one basis.</p> <p>Candidates should also demonstrate commitment to improving communities, demonstrate humility, strong communication skills, and competence for building and maintaining relationships across the Foundation and Indus Communities.</p> <p>Specifically, the successful candidate will demonstrate:</p> <p>Strong commitment to the mission of the Indus Cares Foundation and passion for</p>

	<p>serving our residents</p> <ul style="list-style-type: none"> • Familiarity with the nonprofit, philanthropic, and/or foundation sectors within Houston • Strong written and oral communication skills; written and verbal skills in English and Spanish is required • Knowledge of various aspects of the education landscape including early childhood, K-12 public education; knowledge of the human and social services sector. • Driven to support a positive organizational culture conducive to learning, growth, and continuous performance improvement • Background of working collaboratively with other departments as well as comfortable working independently with a member of the team remote • Strong project and time management skills; ability to handle multiple tasks without sacrificing attention to details • Strong active-listening skills and the ability to tailor communications to diverse audiences • Strong quantitative and/or qualitative analytical skills used to connect to the big picture, drive strategic thinking, and sound judgement of program requests • Proven background as a team player who strives to understand and deliver excellent customer service to internal and external customers • Proficient computer skills and familiarity with database systems
Salary/Hours	FT/ 40 hours per week
Address	7915 Westglen Drive
City, State, Zip	Houston, TX 77063
Contact Person	Heidy Herrera
Telephone Number	346-293-9704
Email Address	Heidy.herrera@indusmgmt.com
Application Method	Please apply Online: https://www.induscommunities.com/careers
Opening Date	Immediately

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