



## Program Manager | New York, NY

Reporting to the Vice President, Program Development & Strategy, the Jackie Robinson Foundation (JRF) Program Manager will lead the delivery of JRF Impact and support JRF Core Programs. JRF Impact is a national community of Black college students supporting each other to achieve their personal and academic goals - led by 42 graduates of the nation's top colleges.

### Essential Functions

- Support the design and implementation of JRF Impact to ensure broad dissemination
- Oversee the delivery of JRF Impact once implemented including the application process, selection, live virtual events, cohort networking, and asynchronous curriculum delivery
- Execute a comprehensive communications plan across multiple channels to ensure JRF Impact participant engagement and retention
- Develop key performance indicators and manage data collection to ensure effective delivery of JRF Impact
- Maintain the highest level of data integrity and work closely with data manager as necessary
- Recruit, train, and support 42 annual JRF Impact Fellows to serve as leaders to the JRF Impact participants
- Support the recruitment of guest speakers to ensure mutual benefits
- Support JRF Core Programs to ensure the highest level of student support services to JRF Scholars and Alumni
- Identifying opportunities for continual improvement of JRF Programs
- Work collaboratively with the development team to cultivate donor relationships and achieve programmatic goals
- Assist development team with grant proposals and reports for all programs

### Education and Experience

- Bachelor's degree in Higher Education or related field
- Three to five years' experience in student support services, college access, or scholarship management
- First-hand experience with underrepresented college students

### Qualifications

- Excellent written communication
- Strong verbal communication including experience presenting at national conferences
- Knowledge of issues facing high-achieving black college students
- Ability to work and design programming independently

**Compensation**

Salary will be within a range appropriate for an organization of this size. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance.

**Start Date**

This position will be filled as soon as possible.

**Procedure for Application**

Submit a resume and a brief cover letter describing interest, relevant qualifications, and experience, in confidence, to La'Tonya Johnson ([inquiries@jackierobinson.org](mailto:inquiries@jackierobinson.org)).

**About the Jackie Robinson Foundation**

Founded in 1973 by Rachel Robinson, Jackie Robinson Foundation (JRF) has advanced higher education by providing generous, four-year scholarships and comprehensive support services to highly motivated minority students attending colleges and universities throughout the country. JRF's efforts have led to a consistent 98% graduation rate among JRF Scholars. JRF has disbursed over \$90 million in grants and direct program support to 1500 students who have attended over 260 different colleges and universities across the country. JRF alumni are leaders in their communities and across a broad range of professional fields –and are true ambassadors of Jackie Robinson's legacy of service and humanitarianism. Expanding its mission of education and the Robinson legacy, the Foundation is engaged in constructing the Jackie Robinson Museum in New York City. The Museum, which will include a robust online component, will chronicle Jackie Robinson's storied athletic career and his social impact across society through artifacts, media-rich, state-of-the-art exhibits, and interactive programming.

The Jackie Robinson Foundation has an operating budget of over \$8.6 million and is governed by a twenty-one-member Board of Directors. Its full-time staff numbers eighteen. The quality, dedication and creativity of the staff, and the support and generosity of its Board are strengths of the organization. For more information about JRF, please visit [www.jackierobinson.org](http://www.jackierobinson.org)

*This organization is an equal opportunity employer and welcomes candidates from diverse backgrounds.*