



Title: Manager of Programs and Development
Organization: Institute for Civility in Government
Headquarters: Houston, Texas
Travel: 10-20%
Salary: Commensurate with experience.

Summary:

The Manager Programs and Development is responsible for the planning, implementation, funding and evaluation of the Institute's service programs and for developing relationships with key staff in government and with prospective funders. This position will work closely with Institute Co-founders to implement programs that support the organizational vision, ensure financial sustainability, and expand the Institute's reach and impact.

Qualifications:

- Bachelor's degree and at least three years of full-time professional experience in government relations or a related field or a post graduate degree
- Professional experience with nonprofits and development is helpful
- Knowledge and experience in communications including social media
- Excellent verbal and written communication skills
- Ability to listen and dialogue including with someone with a different perspective
- Understanding of how democratic government works
- Experience in remaining strictly nonpartisan and developing and maintaining good relationships on both sides of the political aisle
- Experience with grant writing and management is helpful
- Basic word processing, email, customer resource management and spreadsheet proficiency.
- Recent work experience in Washington DC is a plus
- Must be a self-starter and willing to travel and to work some evenings
- Potential to become Executive Director of the Institute in next 5 years

Responsibilities:

- Directs the annual planning, implementation, and monitoring/evaluation of the Institute's programs for adults, high school and college students. Current programs include Civility

Training, DC Student Legislative Seminars and Congressional Student Forums.

- Assures programs are safe, effective and relevant to the needs of participants and funding partners.
- Help plan and oversee the Institute's budget and ensure appropriate expenditures within budgetary caps.
- Build relationships within Congressional Offices and participate in "walking the halls" of Congress to champion Civility
- Create and maintain relationships with potential funders and other civility groups that are based on mutual respect, effective communication, and collaboration. Build relationships with local universities and schools to expand our outreach.
- Prepare and deliver Civility talks in the Institute's speaking engagements
- Develop Civility training and speaking opportunities
- Recruit new members

Job relationships:

- Report to the Executive Director.
- Directly supervise program volunteers and participants
- Interacts frequently with Institute staff, government contacts, adult volunteers
- Attends all Board Meetings

Interested candidates should email a cover letter and resume to **Cassandra.dahnke@instituteforcivility.org**. Please include salary expectations in the cover letter.