



Program Manager

[Women's Money Matters](#) is seeking a full-time **Program Manager** to join our passionate and dedicated team. The **Program Manager** is an essential member of the program team, reporting directly to the Chief Program Officer. This individual will play a pivotal role in driving the success and expansion of Women's Money Matters initiatives, ensuring that programs are impactful and aligned with our mission. The Program Manager will oversee core program development and implementation, while cultivating and maintaining strong relationships with community partners.

About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines financial health workshops with one-to-one volunteer coaching
- We are a growing organization, serving Massachusetts and southern New Hampshire since 2009
- We are a hybrid workforce, candidates must have reliable transportation.

About You:

- You have 5-10 years of nonprofit experience, including partnership development and project management
- You are passionate about the mission of financially empowering women and girls living on low-incomes
- Proactive self-starter with proven history of partner development strategies and managing strategic partnerships
- Strong leadership and management skills
- Experience representing an organization to external audiences
- Capacity to work effectively in a fast environment with evolving priorities
- Proven track record of developing successful partnerships with companies and organizations
- Excellent verbal and written communication skills
- You have appreciation for diversity, strong cultural awareness, and sensitivity in working with the underserved
- You have some salesforce, g-suite, and zoom experience
- Must have reliable car to attend events and partner meetings
- Must live within commuting distance of Greater Boston
- Willingness to work some evenings and weekends to accommodate program support
- You speak Spanish (preferred, but not required)

About the Opportunity:

Core responsibilities include:

- Cultivate and manage strong relationships with community organizations and program partners, identifying opportunities to generate revenue and expand program funding through strategic partnerships and collaborations.
- Contribute to the organizational goals of number of women reached by securing and nurturing partnerships as detailed in quarterly goals
- Oversee the day-to-day management of Women's Money Matters programs, ensuring they are delivered efficiently and effectively and meet the needs of the women and girls in our communities.
- Work closely with the Associate Director of Volunteer Partnerships to ensure programs are staffed with a sufficient number of volunteer coaches, and presenters
- Provide guidance and mentorship to Program Support team members assigned to your programs
- Assist with curriculum development and updating as needed
- Engage in community outreach activities, including networking and public speaking events
- Ensure efficient program data collection and provide program partners with impact and outcomes
- Maintain accurate records in Salesforce and contribute towards KPI tracking
- Work cross-functionally with other teams, including marketing, communications, and fundraising, to ensure program visibility and sustainability.

Compensation: \$48,000-\$55,000 with additional monthly stipend paid directly in lieu of health insurance, work from home and wellness stipends. Other benefits include a flexible, remote work schedule, paid time off, including all federal holidays and a wellness week at the end of December, and a 401K employee match. Qualified candidates must submit a **cover letter and resume** to Pilar at pditomaso@womensmoneymatters.org

Women's Money Matters is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters is committed to diversity and inclusion, and we aspire to build a diverse team and community, including groups that are traditionally underrepresented among our sector leadership.