



**A Gift for
Teaching**

Full Time Program Manager Role Description

Job Title: Program Manager
Supervisor: Sr. Manager of Programs & Volunteers

Twenty-five years ago, A Gift for Teaching was created to fill a need. Today, we empower educators and inspire future leaders. Check out our journey from [Corrine Drive](#). Since 1998, A Gift for Teaching (AGFT) has proudly served Orange and Osceola County public schools as the primary source for **free** school supplies to teachers for students who need them the most. AGFT provides an opportunity for teachers to shop for free educational resources for thousands of high need children and has provided more than \$165 million of donated educational supplies.

As the organization continues to evolve to meet the ever-growing needs of the teachers and students in Central Florida, AGFT has launched new initiatives focused on expanding our ability to provide more support and services to teachers, schools and children in some of Central Florida's most underserved neighborhoods.

POSITION SUMMARY

The overall responsibility of the Program Manager is to manage, enhance and provide strategic direction to AGFT's grant funded programs, including but not limited to: Pencil Boy Express – The Mobile Free Store, Pencil Boy Curbside, and School SmARTS. Achieving performance objectives will require action in the following areas of the programs: exceptional customer service and care; relationship building with volunteers and community partners; school and teacher communications and marketing; logistics; and administration.

Responsibilities:

- Pencil Boy Express (PBE)
 - Effectively communicate with school partners to plan site-visits, logistics, and execution of PBE shopping experiences
 - Work with the Operations Coordinator to ensure all logistics are planned and ready to execute for each visit
 - Plan merchandise assortment for all mobile shopping visits
 - Work with Sr. Manager of Programs and VP of Operations to set and achieve shopping goals and increase PBE's ROI
 - Assist on-site at PBE school visits
- Pencil Boy Curbside (PBC)
 - Verify online inventory, warehouse locations, and product photos in database
 - Create monthly merchandise selection
 - Manage the online order packing process by working with volunteers
- School SmARTS
 - Manage all aspects of School SMARTS program
 - Work closely with Orange County Public Schools (OCPS) Arts Administrator and other partners to plan and execute up to 5 workshops per school year
 - Purchase and oversee distribution of art supplies for grant funded kits
 - Schedule and prepare professional development workshops in collaboration with OCPS and Community partners
 - Oversee program budget and coordinate purchasing of product for all related workshop curriculum

- General Program Oversight
 - Oversee programs and assist with developing budgets
 - Manage, monitor, evaluate, gather data & report on programs
 - Maintain and build relationships with program grant funders where applicable
 - Serve as a member of the AGFT grants team and the AGFT Teacher Advisory Committee (TAC)
 - Regularly conduct teacher feedback surveys and analyze data to continue to enhance all programs
 - Produce monthly reports specific to program utilization
 - Work closely with the Marketing Director to promote all programs
 - Cultivate and maintain relationships with eligible schools and teachers
 - Communicate program specifics to eligible educators, including registration and ordering processes
- Operations Support
 - Assist with leading volunteer groups through projects as needed
 - Assist with any additional operations events when needed
 - Analyze operational efficiencies and implement new processes to increase effectiveness
 - Assist with developing annual plans to include goals and objectives while monitoring and evaluating performance against defined metrics

General:

- Support a positive and high-functioning work environment by acting with integrity, honesty, and respectfulness toward co-workers and participating in team-building activities.
- Perform all other duties as assigned.

Qualifications:

- Relevant Bachelor 's degree or equivalent combination of education and experience.
- Ability to effectively manage multiple programs at once
- Excellent relationship building and communication skills
- Ability to provide outstanding customer service
- Adept in all Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Office 365, Teams & Zoom)
- Database experience preferred, for maintaining records and documentation pertaining to sales and teacher shops
- Ability to speak comfortably and passionately about A Gift for Teaching one-on-one and in group settings
- Physically able to pull and restock supplies (may require lifting up to 40 lbs.), able to stand for long periods of time, and work in a warehouse or outdoors when needed.

Compensation:

- AGFT offers a competitive salary with health, dental and vision benefits; paid time off as well as a paid winter break.

Contact: Cover letters with salary requirement and resumes may be directed to:

Emily Magee

Director of Finance & HR, A Gift for Teaching

Via email: Emilym@agiftforteaching.org

Or by mail:

A Gift For Teaching 6501 Magic Way, Building 400C, Orlando, FL 32809

(no phone calls will be accepted)

Equal Employment Opportunity A Gift for Teaching does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.

Americans with Disabilities Act Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.