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[www.mentorRI.org](http://www.mentorRI.org)

## Program Development Manager Job Description

**MENTOR Rhode Island: The RI Mentoring Partnership, Inc. is a 501(c)3 non-profit** with more than 30-years' experience in the youth mentoring field. We are state experts in mentoring and are dedicated to the expansion of quality mentoring services for youth by working with them directly, connecting them to mentoring opportunities, and sharing our expertise in the best practices in mentoring with others who strive to inspire and empower them. We operate school-based mentoring programs in seven RI communities and provide expertise and training to a network of over 60 mentoring programs statewide.

**Position Description:** The Program Development Specialist will provide high-quality trainings to mentors, mentor program coordinators, young people, and members of the community in mentoring best practices. These topics encompass a wide variety of different types of mentoring and support a variety of mentor programs to help develop and align with best practice standards. The key responsibility of this position is to focus on increasing community engagement by recruiting volunteers to serve as mentors for young people who will benefit from positive role models. We have an aggressive goal of recruiting, screening, training, and matching over 125 volunteers this school year.

**The Program Development Manager** will be responsible for all facets of mentor recruiting success throughout the organization. This will be achieved through the development and implementation of a mentor recruitment plan to meet the needs of our partnering Mentor Programs, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Additionally, the Program Development Manager will support the Director of Training and Engagement in the delivery of high-quality training and professional development for the staff, volunteers, and youth of local mentoring programs.

### Develop and Execute Recruiting Plans

- Work with senior leadership and mentor program staff to discover the recruiting needs of partnering programs.
- Lead the creation of a recruitment plan for statewide network of programs.
- Research and recommend new sources for active and passive volunteer recruiting.
- Conduct regular follow-up with Director of Training and Engagement and other appropriate staff to determine the effectiveness of recruiting plans and implementation.

### Coordinate and Implement Recruiting Initiatives

- Coordinate recruiting initiatives.
- Attend career fairs for recruiting and agency recognition.
- Develop working relationships within companies and organizations to aid in recruiting.
- Give presentations, attend group meetings, and increase awareness of the agency.

## **Support Statewide Training & Workshop Initiatives**

- Create and schedule engaging series of workshops for stakeholders.
- Assist Director of Training and Engagement by:
  - Scheduling and delivering dynamic and engaging trainings and workshops
  - Assisting with training preparation
  - Creating, reviewing, and refreshing training offerings and materials to ensure alignment with current research and best practices and meet the needs of mentoring providers and our state's youth
  - Tracking attendees and monitoring training quality and impact to ensure continuous quality improvement
  - Other administrative duties and record keeping as assigned
- Other duties as assigned

## **Skills Desired:**

- Experience leading and facilitating trainings with youth and adults is essential.
- Strong understanding of mentoring and developmental relationships.
- Excellent oral/written presentation skills
- Self-motivated, pro-active, organized, with ability to handle multiple tasks
- Creativity and flexibility in assuming significant responsibility
- Experience working with technology and various software applications
- Ability to work with diverse audiences and travel throughout the state
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred
- Experience designing and implementing strategic marketing plans, nurturing relationships, and working with/recruiting volunteers.

## **Position Details:**

- Full-time position requiring a flexible schedule including limited evenings and weekends as needed
- Hybrid work environment with some remote work possible.
- As a member of the MENTOR Rhode Island team, you will be expected to attend all fundraising and other agency-wide special events
- Valid Driver's License and reliable transportation are essential
- Compensation: \$40,000 - \$45,000 annually plus a benefits package that includes vacation, medical, dental, and transportation benefit.
- The ideal candidate will have a bachelor's degree or equivalent experience, along with 3-5 years' experience in sales, training, or marketing or other closely related field. Non-profit experience a plus.

To apply, please send your résumé and cover letter to Christopher Margadonna, Director of Training and Engagement at [cmargadonna@mentorRI.org](mailto:cmargadonna@mentorRI.org)

Our goal is to be a diverse team that is representative, at all job levels, of the young people we serve. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Diverse candidates encouraged to apply.