



### ***Mission***

*The Tahoe Prosperity Center (TPC) is uniting Tahoe's communities to strengthen regional prosperity.*

### ***Vision***

*A prosperous, healthy, sustainable Lake Tahoe.*

**Position Title** – Senior Program Manager (PM)

**Reports to** – Chief Executive Officer (CEO)

**Reporting to this position** - TPC staff, volunteers and independent contractors

### **About the Tahoe Prosperity Center -**

The Tahoe Prosperity Center (TPC) is a 501c3 nonprofit located in the bi-state (CA/NV) Lake Tahoe region and serves as the only private community and economic development entity within the area. The organization collaborates with five local governmental jurisdictions and numerous public, private and community partners to pursue a variety of programs focused on supporting regional prosperity.

### **Job Summary –**

The Program Manager is responsible for the successful initiation, processes and delivery of TPC programs as outlined in the Strategic Plan. There are currently three significant programs underway: Housing, Broadband and Envision Tahoe (economic development). It is anticipated there will be some flexibility as to which programs this position will initially focus on based upon prior experience, skills and passion. Expertise in one or more of these program areas is expected.

### **General Job Responsibilities -**

#### **Operations:**

- Create the strategies, plans, milestones and timeline processes for the designated programs (Business Planning) based upon the Board's adopted Strategic Plan in collaboration with the CEO to ensure expected outcomes are achieved.
- Objectively monitor and evaluate program validity and performance to determine the need for revisions and improvements.
- Communicate with CEO on a regular basis regarding progress, milestones, challenges and successes so as to ensure CEO and Board are able to make timely and informed decisions.
- Support TPC staff/contractors with programs, meetings, special events and Parasol requirements as needed so as to ensure the sustainability of TPC's effectiveness and reputation.

#### **Fund Development & Management:**

- Develop the annual budget requirements in collaboration with CEO for each designated program to ensure fiscal sustainability.
- Research, seek and assist in grant / proposal writing to secure the necessary funding for program delivery.
- Complete all required grant and donation reporting in a timely fashion to confirm TPC meets all requirements.

**Uniting Tahoe's Communities to Strengthen Regional Prosperity**

**(775) 298-0267    [info@tahoeprosperity.org](mailto:info@tahoeprosperity.org)**

## **Community/Committee Relations:**

- Pursue, develop and maintain relationships with community leaders and citizens in furtherance of a diversity of perspectives being represented, and, participating in TPC programs.
- Review governmental calendars and meeting notices (Commissions, City Council, TRPA, County boards) to identify opportunities for advocacy and participation.
- Attend and/or coordinate the presence of TPC staff/board/volunteers/partners' attendance at critical meetings/workshops to ensure TPC program goals are appropriately represented. (This will involve some evenings.)
- Work in collaboration with applicable TPC staff/volunteers/contractors to develop and deploy a community outreach plan related to programs to heighten community awareness of TPC programs and increase involvement. Prepare and deliver presentations as a TPC spokesperson.

## **Job Competencies –**

The Program Manager (PM) possesses the following critical competencies:

### **Personal Character:**

- **Integrity** – people believe in and trust the PM. The PM does what they say they are going to do and makes the right decisions even when no one is watching.
- **High ethical standards** – employees and contractors trust the PM is playing by the rules. The PM supports a safe, fair and ethical work environment and carries these standards into all interactions within and outside of the organization.
- **Flexibility** – being comfortable with change, ambiguity and uncertainty is a must in this line of work.

### **Interpersonal:**

- **Influencer** – is an effective marketer for the TPC. The PM leads programs with passion and the power of persuasion. They naturally influence and motivate others to join in the effort as a collaborator, partner or volunteer.
- **Sense of connection and belonging** – is comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.
- **Communication** - employs active listening and is adept at sharing ideas, concepts, programs and the TPC's vision for the future through conversation, presentations and written materials.

### **Management & Leadership:**

- **Planning & Execution** – the PM understands and incorporates time management principles, techniques and software into work flow. The PM breaks down program objectives into key steps for self, committees and contractors.
- **Visionary** – able to balance the long view with daily operations. Maintains awareness of business and community trends both within and outside of the Basin for relevancy to TPC projects.
- **Business/Political Acumen** - the PM monitors trends and activities of other entities and responds in a politically astute manner seeking ways to support, collaborate and consolidate rather than compete.

## **Essential Qualifications:**

The requirements listed are representative of the minimum qualifications.

- A bachelor's degree.
- Minimum of three (3) years program management experience – prefer five (5) or more years of experience.
- Skilled in the use of Google Drive, Microsoft Office software for word processing, spreadsheets and Power Point.
- Understanding of data analysis, reporting and budgeting.
- Ability to work in Incline Village, NV up to 2-3 days a week, and work from home/remotely other days.
- Has reliable transportation and can be in meetings throughout the Lake Tahoe region.
- Bilingual in Spanish (preferred, but not required).

## **Notes:**

Currently the position does not include health benefits, but we do have a health stipend in each paycheck of \$300 (paid twice a month). We also provide a yearly stipend of \$900 towards personal cell phone use. The salary range for this position is between \$65,000 and \$80,000 annually based on seniority and experience.