



Program Manager Job Description

Position:

RVA757 Connects Program Manager

Areas of Responsibility:

RVA757 Connects is seeking a highly organized, results-driven Program Manager to support RVA757 Connects' overall operation and related programs and initiatives.

Program Manager:

- Supports the day-to-day running of the overall organization.
- Supports the work of Executive Committee and RVA757 Connects' committees -Nominations and Governance, Government Relations, Development, Rail Committee, and Bike-Walk Trail Committee.
- Supports the implementation of Global Internet Hub Strategic Plan through the Global Internet Hub Council.
- Supports the annual event, Convergence.
- Helps schedule and coordinate meetings and events.
- Maintains accurate and timely project and program documentation. This includes maintaining the organization's information portal – minutes and documents.
- Develops relationships: Builds and nurtures relationships with the leaders of RVA757 Connects, the Global Internet Hub Council, and various committees.

Reporting:

This full-time position reports to the Vice President of Operations. In addition, this position works closely with RVA757 Connects' President and CEO.



Position Characteristics:

The ideal candidate for the RVA757 Connects' Program Manager has the following characteristics:

- Detail-oriented: Keeps a list and delights in moving things off a list.
- Deadline-driven: Motivated by deadlines.
- Self-starter: Sees the "next step" without direction
- Organized: Has exceptional organizational abilities to manage multiple projects and programs simultaneously.
- Analytical Thinker: Has strong analytical and problem-solving skills to make quick and informed decisions.
- Creative: Can bring energy and excitement to the organization's programs and projects.
- Good communicator: Is a great written and verbal communicator.
- Adaptable: Is flexible and can easily adapt to changing project requirements and priorities.
- Relationship-oriented: Creates valuable connections between people and groups of people.
- Results-oriented: Has a focus on achieving measurable results - meeting project and program objectives.
- Collaborative: Values collaboration to deliver the best outputs and outcomes.
- Strong interpersonal skills: Knows how to relate with all stakeholders diplomatically and effectively.
- Positive: Has a positive outlook that sees the glass as half-full.
- Learner: Loves learning and growing.

Job Goals:

- Level I:
 - Manage the operational details of RVA757 Connects and Committees.
 - Manage the Global Internet Hub Council's activities to implement the Global Internet Hub Strategic Plan.
- Level II:
 - Become fully proficient in RVA757 Connects' budget and expense tracking. Work with external QuickBooks and accounting support.
- Level III:
 - Be fully responsible for programs and projects as assigned by the Vice President of Operations.



Job Responsibilities:

Although responsibilities will vary and grow over time, this position will be responsible for the following:

- Advancing the RVA757 Connects mission by supporting the organization's operations, programs, projects, and initiatives.
- Developing relationships with Executive Committee members, Board of Directors, Megaregion Institutional Council members, and the Global Internet Hub Council.
- Attending all meetings: Executive Committee, Board/MIC meetings, committee meetings, Council meetings, and events. Recording meeting notes.
- Engaging with our Board of Directors, the Megaregion Institutional Council, Global Internet Hub Council, other stakeholders (CEOs, corporate leaders, and community leaders).
- Providing support in planning and managing events and programs. This includes Convergence (the annual gathering of RVA757 Connects, ChamberRVA, and the Hampton Roads Chamber).
- Supporting the work of the Global Internet Hub Council, implementing the Global Internet Hub Strategic Plan.
- Supporting the CEO's and Vice President of Operations with communications to the Executive Committee, Board, Megaregion Institutional Council, and RVA757 Connects' committees, and other stakeholder groups.
- Help schedule and support the meetings of the Executive Committee, Board/MIC, Convergence, and Committees. Record attendance, take notes, and record and write meeting minutes.
- Create and compile documents as needed in preparation for each meeting – agendas, minutes, and additional documents for review. Send communication
- emails to committees including updates, next steps reminders, and meeting materials.
- Compose and update informational documents as needed.
- Organize and manage mailing packets for stakeholders.
- Proof and edit all documents as needed.
- Maintain RVA757 Connects' online documents portal.



Education:

- College bachelor's degree

Compensation:

Salary is commensurate with education level, skills, and experience.

Benefits:

This position comes with Personal Time Off (PTO) and holiday pay starting immediately and will be eligible for health, dental, and life insurance the first of the month following 60 days of employment.

- Insurance (Health): Currently through Anthem HealthKeepers – POS (point of service) with Primary Care Physician. Any spouses or dependents can also get coverage, but that cost will be the responsibility of the employee. Employee benefits are subject to change.
- Insurance (Dental): Currently through Delta Dental. If Health or Dental benefits are declined, there may be a change to base salary compensation.
- Life Insurance: The Hartford – The amount of life insurance is equal to one time (1x) annual earnings capped at \$100,000.
- Miscellaneous Options: We offer employee paid Allstate insurance and a FLEX plan on a pre-tax basis for eligible employees.
- PTO: Paid Time Off combines vacation, illness or injury, and personal business. Upon initial eligibility, the employee is entitled to 15 PTO days each year accrued monthly at a rate of 1.25 days per month. The PTO time increases with the length of service.
- Holidays: Holidays include New Year's Day; Martin Luther King; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day/Indigenous Peoples' Day;
- Veterans Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve ½ Day; Christmas Day; New Year's Eve ½ Day.

Term:

Employment is at will and either party can terminate the relationship at any time with or without cause and with or without notice.



Equal Opportunity Employer:

RVA757 Connects is an Equal Opportunity Employer by both policy and practice. Applicants are considered for all positions without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or against otherwise qualified persons with disabilities. It is the intent of our employment and personnel practices to conform to all applicable federal, state, and local laws and regulations regarding non-discrimination.

More Information:

Learn more about RVA757 Connects here: www.RVA757Connects.com