Program Manager – Minds Matter

Founded in New York City in 1991, Minds Matter is a national college access organization with chapters in 14 cities that connect driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. Minds Matter serves over 1,000 students and engages over 2,500 volunteers in meaningful service. Minds Matter now seeks an enthusiastic, flexible, and driven Program Manager to join the team. This is a unique position that works directly with the CEO as well as with all 14 chapters, providing general technical assistance including support with data collection, metrics, and general operations. The role requires that someone be solution and customer service oriented in helping chapters navigate their organizational needs.

This is a mid-level position with a salary of $65,000–$80,000 (based on years of experience). Minds Matter is a fully remote organization that offers full and generous healthcare benefits, a fun and flexible workplace, and a generous vacation policy. While MM is fully remote, two-hour proximity to Washington, D.C. is preferred though not required.

ESSENTIAL QUALITIES
- Team player who is ready to learn and grow with the organization
- Customer-service minded, positive attitude, and an excellent communicator
- Highly organized, detail-oriented, and able to problem solve independently
- Ability to manage multiple complex tasks and requests
- Strong writing and analytical skills
- Ability to meet deadlines while working independently
- Passionate about the Minds Matter mission

DUTIES & RESPONSIBILITIES

- Support the CEO in a variety of analytical, management, and implementation tasks
- Manage communications to chapters, donors, board members and other stakeholders
- Collect and report on organizational metrics, for both individual chapters and the entire network
- Administer, support, and develop the Salesforce database shared by all Minds Matter chapters
- Manage, upgrade, and integrate data collection tools and protocols (including survey instruments, report queries and dashboards) in the Salesforce database
- Support chapters with volunteer management
- Assist with Minds Matter National fundraising, including support to board members, management of fundraising platforms and preparation of campaign materials and reports

QUALIFICATIONS
- Bachelor's degree required MA preferred
- Strong writing and analytical skills
- Deep understanding of Salesforce database management and reporting systems
- 4-5 years of work experience in data management, evaluation, and operations
- Outstanding proficiency and expertise in Microsoft Excel and PowerPoint
- Excellent presentation and training skills
- Given that Minds Matter is an education service organization, some knowledge of education policy is preferred but not essential.

Please submit resume and cover letter to careers@mindsmatter.org