



## **PROGRAM MANAGER – CAPACITY BUILDING ASSISTANCE**

### **POSITION DESCRIPTION**

The Program Manager - Capacity Building Assistance is responsible for supporting the planning, coordination and implementation related to AIDS United's local technical assistance and capacity building initiatives. This position will work in the Washington DC Eligible Metropolitan Area (EMA) to provide virtual and in-person training and TA to community-based organizations, focused on both HIV prevention as well as care and treatment activities. The Program Manager – CBA will develop in-person and virtual training and TA including webinars, workshops and other events to support a wide variety of organizations and service providers, inclusive of community-based organizations, clinics, and health departments. The individual in this role assists with administrative and programmatic tasks such as budget monitoring, systems and process strengthening, and reporting.

### **SUPERVISORY RESPONSIBILITIES**

None

### **DUTIES/RESPONSIBILITIES**

- Develop, monitor and strengthen systems to document, track, and measure the impact of local CBA activities;
- Effectively manage consultants and subcontractors by developing and monitoring contracts and scopes of work;
- Ensure that the delivery of CBA is cost-effective, consistent, efficient, and meets or exceeds expectations;
- Contribute to cross-programmatic workgroups and efforts aimed at development of coordinated agency-wide CBA delivery system;
- Contribute to development and support analysis of CBA needs assessments;
- Develop written reports and other materials to document delivery of quality services;
- Support the development and implementation of an assessment of TA and training priorities for community-based organizations in the EMA;
- Research, design, and implement in-person and virtual technical assistance and workshops in response to requests from CBO, health departments, etc.;
- Maintain regular communication with subcontractors, consultants, and CBA recipients;
- Work with Senior Program Manager to generate reports, documents, and other materials as requested by staff, funders and AU leadership;
- Other duties as assigned

### **REQUIRED SKILLS/ABILITIES**

- Outstanding written and verbal communication and strong interpersonal skills;
- Detail-oriented with exceptional project & time management skills;

- Ability to work independently and proactively;
- Experience developing and providing virtual and in-person technical assistance to community-based HIV prevention and care programs and/or networks;
- Experience with development and delivery of innovative and tailored virtual and online training modules and materials for adult learners;
- Experience and confidence in public speaking, training delivery, and meeting facilitation in community-based settings with a variety of stakeholders
- Capacity to work in a fast-paced, dynamic environment; ensure deadlines are met; organize and track activities for multiple projects; work independently and as a team member; show initiative; and demonstrate critical thinking
- Experience working within social justice frameworks;
- Experience with and/or strong understanding of “by and for” program concepts/approaches
- Proficient in Microsoft Office Suite and desired experience with Zoom and Salesforce;
- Balance multiple responsibilities and function well under pressure, and;
- Work effectively as part of a team of diverse staff

### **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

Bachelor’s degree or three years of relevant experience (e.g. program management, health educator, trainer, consultant, etc.). Fluency in Spanish value added.

### **SALARY RANGE**

\$70,000 - \$75,000 commensurate with experience.

### **REPORTS TO**

Senior Program Manager – Capacity Building Assistance

### **WORKING CONDITIONS**

Work is generally performed within the office environment and includes significant phone and web-based contact with capacity building recipients, technical assistance providers, and the general public. Potential for long-term and/or permanent virtual office.

### **TRAVEL**

Position requires moderate travel (between 5% and 10% of time).

AIDS United is an Equal Opportunity Employer and dedicated to diversity in the workplace. AIDS United does not discriminate on the basis of race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants living with HIV and/or from communities disproportionately affected by HIV and AIDS are strongly encouraged to apply.