



PROGRAM MANAGER

Keep Texas Beautiful (KTB) is a statewide 501(c)(3) nonprofit organization with a mission of inspiring and empowering Texans to keep our communities clean and beautiful. Founded in 1967, KTB works with almost 400 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Keep Texas Beautiful is an affiliate of Keep America Beautiful.

SUMMARY OF POSITION

KTB seeks a full-time Program Manager to manage and support affiliate programs, communications and training. The Program Manager will administer awards programs, youth programs, and the affiliate network. This is an excellent opportunity for a self-starter with exceptional organizational, problem solving, and communication skills, who is eager to gain experience in all aspects of nonprofit management. The Program Manager reports to the Program Director and manages a part-time Program Coordinator. The position is based in Austin, Texas and requires approximately 5-10% travel.

JOB DUTIES

- Collaborates with Program Director on implementing comprehensive outreach plan.
- Serves as a contact to communities interested in KTB programs and affiliation, including fielding affiliate and programs related phone calls and questions
- Manages the Keep Texas Beautiful Awards programs, promotes Governor's Community Achievement Awards and other award opportunities, assists and advises prospective award applicants, and supports the administration of all award programs including awards software management.
- Manages youth programs, including patches, Don't mess with Texas Art Contest, Waste in Place curriculum.
- After gaining a thorough understanding of KTB programs, will organize and conduct in-person and virtual trainings (via Webinar).
- Assists in recruiting new affiliate communities, program participants and award applicants.
- Participates in planning and execution of annual conference for affiliate communities; assists with developing educational sessions and organizes award ceremonies.
- Organizes and maintains Salesforce database.
- Manages statewide clean-up and beautification programs and events by providing materials, resources and general support. Manages Program Coordinator to assist with cleanup related programs.
- Works with Program Director to develop new program initiatives.
- Recruits and supervises work-study students, interns, and/or volunteers.
- Collects, analyzes and helps to disseminate program results and metrics.
- Performs other duties, as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Four years of experience, preferably with a nonprofit and/or statewide organization.



- Proficiency with Microsoft Word, Excel, PowerPoint and Form Assembly; Salesforce a plus. Ability to quickly learn new software and troubleshoot issues.
- Strong communications skills, including comfort with public speaking.
- Background check required.

Salary: \$44,000-\$46,000 commensurate with experience. Benefits include paid medical, dental and vision insurance; paid time off; paid holidays; and option to participate in 403(b) plan with a 3% employer match.

To Apply: Please submit cover letter, resume and a list of three references via email to jobs@ktb.org with "Program Manager" in the subject line. Applications accepted until July 27th.

Keep Texas Beautiful is an Equal Opportunity Employer.