

Stadium Neighborhoods Community Trust Fund (SNCTF)
CONTRACTOR POSITION ANNOUNCEMENT and DESCRIPTION

Position Title: Program Manager
Reports To: SNCTF Executive Committee
Position Status: Part-time; contracted administratively through
Atlanta Fulton County Recreation Authority (AFCRA)

The Stadium Neighborhoods Community Trust Fund (SNCTF) is seeking a dynamic, experienced and community-oriented program manager to support its work in a contracted capacity. The 11-member volunteer SNCTF committee was created by the City of Atlanta in December 2017. The purpose of the committee is to provide guidance and oversight of the \$5 million fund created by city legislation, 17-O-1080, which was passed after the sale of Turner Field and surrounding properties. **The fund is to support projects and activities that benefit the Atlanta neighborhoods of Mechanicsville, Peoplestown, Pittsburgh, Summerhill and the portion of Grant Park comprised of the named streets in the Turner Field Neighborhoods Livable Centers Initiative (LCI) study.** For more information on the SNCTF and its current work, click [here](#).

Contract Position Summary

Under the direction of the SNCTF Committee, the program manager will provide a variety of administrative and program management functions to support the operation of the group and its subcommittees to include planning and organizing meetings, managing grant application and award processes consistent with the mission and goals of the organization, evaluating and reporting program outcomes for grantees and ensuring implementation of committee actions and policies. The program manager must be organized and detail-oriented, adept at diplomatically working with diverse teams and stakeholders and possess a high degree of professional integrity and accountability.

Representative Duties and Responsibilities

1. Schedule and organize committee meetings and events including preparation of agendas, minutes and related documents
2. Ensure implementation of policies, practices and directives of the committee
3. Maintain all committee documents and records in an easily accessible manner
4. Maintain and track budget, payables/receivables and other transactions in conjunction with fiscal agent
5. Organize and coordinate grant-making, monitoring and other program activities
6. Maintain updated records and generate programmatic and financial reports
7. Manage communications through maintenance and updating of website, social media, file sharing and other communication platforms
8. Help build positive relations within the committee and among external partners by fostering communication and transparency
9. Assist in ensuring the committee's compliance with all relevant open meeting, sunshine law and conflict of interest provisions
10. Other related duties as assigned

Qualification Requirements

1. BA/BS degree and five (+) years demonstrated experience as a program coordinator or relevant position supporting a board, team or similar committee or equivalent combination of education and experience
2. Outstanding written and verbal communication skills
3. Experience in Request for Proposal (RFP) process management, grant-making and evaluating outcomes

4. Understanding of project management in a community development context
5. Proficiency in MS Office applications and technical skills ability to learn other applications for website maintenance, social media, file sharing, etc.
6. Ability to work with diverse groups of stakeholders
7. Excellent time management and organizational skills
8. Proficient budgeting, bookkeeping and financial reporting skills
9. Knowledge of the history, socio-political dynamics and stakeholders within the stadium neighborhoods to be served by the SNCTF

This position will be contracted through the Atlanta Fulton County Recreation Authority (AFCRA), the administrative entity for the SNCTF. Only potential contractors who fully meet the minimum qualifications stated in the description should apply. Interested persons should send a cover letter, résumé and five business references to info@sncTRUSTatl.org by 5 p.m. on Friday April 12, 2019.