

Innovation Circles Program Manager

(Regular Full Time, Exempt, 40-hour workweek)

PATH International commits to cultivating an equitable, diverse, and inclusive work environment. PATH Intl. believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. PATH Intl. is an equal opportunity employer providing employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, a medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status, or any other protected status in accordance with applicable law.

The Professional Association of Therapeutic Horsemanship International leads the advancement of professional equine-assisted services by supporting our members and interested individuals through rigorously developed standards, credentialing and education.

Job Description

The Innovation Circles Program Manager is responsible for the successful development, execution and management of the Innovation Circles Program and the grant(s) supporting this program. The position is directly supervised by the CEO.

Innovation Circles

PATH Intl. Innovation Circles is designed to ensure PATH Intl. Center sustainability through 1) business-oriented training, 2) small group networking and support, and 3) individualized business coaching. The virtual webinar-based training series targets three key administrative/management challenges: Fundraising, board development and business excellence in three organizational levels to meet the needs of leaders and organizations at different life-stages of development. The participants gain knowledge and practical skills in addition to joining a peer-group circle that provides ongoing opportunities to address leadership challenges in an innovative, solution-oriented, interactive setting. In addition, is the opportunity for participants to

work with a business coach for six months following completion of a course to help implement strategies at their Center. Attendees will complete a goal worksheet to be used with their coaches to track progress.

General Duties:

- Manage all processes, policies, procedures, and materials associated with the Innovation Circles Program.
- Manage 3-year grant to support the development, execution and management of Innovation Circles.
- Develop Innovation Circles Program in year one.
- Supervise part-time Program Assistant
- Execute and manage 9 courses/54 educational segments in years two and three.
- Hire contractors
- Survey and assessment development
- Guideline/training development
- Coordinate the PR and marketing of Innovation Circles with the Director of Marketing and Communications Coordinator.

Specific Duties Year One:

- Hire and manage curriculum development contractors for six courses and revamping three
- Develop guidelines/training for facilitators/coaches
- Develop pre-assessment and evaluation process for participants
- Develop facilitators/coaches support program
- Develop scholarship program for participants
- Develop center metrics measurements for tracking center success and overall programs outcomes, longevity benchmarks
- Develop knowledge survey for pre and post course for participants
- Hire facilitators/coaches
- Hire presenters
- Interview potential participants
- Oversee registration for first three courses

Specific Duties Year Two and Three:

- Oversee registration for remaining six courses
- Hire facilitators/coaches
- Hire presenters
- Develop knowledge survey for pre and post course
- Interview potential participants
- Manage courses
- Manage coaching process for participants
- Collect goals outcome data
- Report to grantor

Management Duties:

- Manage Program Assistant
- Manage grant requirements
- Manage budget
- Manage contractors

Other:

- Oversee use of technology

Scope of Responsibility:

- Demonstrates strong leadership skills including the ability to hire and manage subject matter expert contractors.
- Good listening as well as excellent time management and organizational skills.
- Budget management experience
- Survey and assessment development skills
- Guidelines/training development and delivery ability
- Metrics tracking

Decision Making:

- Able to work with minimal supervision and in a team setting.
- Able to assess workflows to organize and prioritize work.
- Analyzes work as necessary and processes appropriately and efficiently.

- Makes decisions directly related to Innovation Circles and thus the candidate must be able to demonstrate sound decision making, creative problem solving and leadership skills as well as a clear understanding of the program.

Working Relationship & Habits:

- Must work in a professional and respectful manner with all levels of team members, contractors, other associates, customers, members, and course participants.
- Must demonstrate accuracy in all communications and data entry and possess good organizational skills.
- Must maintain good attendance and follow policies and procedures.

Communication:

- Requires excellent oral and written communication skills including a strong understanding of email, telephone, and social networking site etiquette.
- Must communicate in a professional and respectful manner.
- Ability to create professional business letters, memos, and other communicate.

Education & Experience:

- College degree or four years equivalent related experience required.
- A working knowledge of non-profit management is required.
- Management experience is required.
- A working knowledge of equine-assisted services is helpful but not required.

Technical Experience:

- Experience in Microsoft Office required as well as Zoom.

This position can be 100% remote, 100% in-office or hybrid of remote and in-office. This position requires the incumbent to perform normal activities

including, but not limited to sitting or standing for long periods, filing, retrieval, lifting (up to 25 lbs.) and operating office equipment. The use of a computer is required daily. May occasionally require working extra hours and some weekends.

The physical and mental requirements outlined in this job description describe the demands according to how the job is typically performed. This description, however, is not intended to prescribe or restrict the methods which may be used to meet the essential functions of the position. Any applicant or employee may request reasonable accommodation in the way that the essential functions are performed by contacting Human Resources.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Job Details:

Job Location: Remote and/or Westminster, CO

Employment Status: Regular Full Time, Exempt, 40-hour workweek

Salary Range: \$56,000 – \$60,000 per year

Benefits Include: Health insurance, paid holidays and vacation, Simple IRA with a company match