ORGANIZATION

The Steve Fund is the nation’s leading organization focused on promoting the mental health and emotional well-being of young people of color. Through its work impacting thousands of students and families throughout the country, it aims to build and elevate systems that will create a more equitable future. The Steve Fund’s people are experts working with the nation’s leading colleges and universities, nonprofits, researchers, corporations, and mental health experts. The Steve Fund’s vision is that every student and young person of color is fully supported by programs, services and institutional cultures that value mental health and well-being.

In its seventh year, the Steve Fund’s reach is poised to expand dramatically, ushering in a transformational period of growth in funding, organizational capacity and impact. This transition comes at a moment when conversations about racial equity, mental health, well-being and the promise of America’s young people of color are at the forefront of our nation’s collective conscience. We have the potential to positively impact the lives of millions of young people of color in higher education and their early years in the workforce, and we see a digital-first strategy as the primary pathway to reach this scale. We are calling this strategy the Steve Fund’s “digital transformation.”

The Steve Fund (TSF) is a virtual organization, with remote employees based throughout the United States. This position reports to the Program Delivery Manager.

POSITION SUMMARY

The Program Delivery Lead is a project manager that will be assigned to execute on client commitments and will be assigned on a client by client implementation basis. They are accountable for supporting the delivering of high quality and impactful programs and services, such as seminars, workshops, convenings and town halls to TSF clients. This role is both an internally facing and client facing project management role, bringing the relevant people together to deliver quality learning experiences in order to exceed our
clients expectations. Internally, you will work with colleagues responsible for developing TSF IP content, recruit faculty to deliver the learning or change management experiences and with sales.

Externally, you will meet with existing and new clients, understand their desired learning or experience outcomes, interface with your counterparts in client organizations and coordinate seamless and high-quality programming.

TSF is seeking someone who has both customer service and sales opportunistic orientations, listening closely to customers to hear if they have other needs we can serve. In addition, someone who can capture program and process improvement ideas from clients and program delivery colleagues and feed this information back into the organization driving continuous improvement.

A portion of TSF programming is funded by grants. For grant funded programs, the Program Deliver Lead will support the Program and Services team who will be responsible for capturing the grant required information/data, compiling reporting (quantitative and qualitative) and interfacing with the grant donors to present program outcomes against grant commitments.

**RESPONSIBILITIES**

1. Workshops, Seminar and Event Management (in-person (Covid permitting) & virtual: Lead intake and coordination of incoming requests and delivery of ongoing workshops and seminars, and engage in stewardship of existing clients/partners. This includes capturing program results and creating and managing a feedback loop.
2. Support Grants Coordination and Management; including proposals and reports utilizing appropriate templates where necessary.
3. Coordinate with the Director(s) of Programs to direct and mentor the Program Delivery Assistant.
4. Assist in arranging Mental Health Expert faculty for programs, handle contracting, scheduling and all coordination.
5. Oversee administrative support for TSF programs and services; including, the intake process, planning, delivery, payment, and evaluation of offerings.
6. Ensure smooth and successful internal and external meetings, utilizing both Zoom and Google Meet platforms.
7. Attend or promote national conferences of interest for staff as relevant.

**QUALIFICATIONS**

- Bachelor’s degree in education, public health, social work or other related field; Master’s degree preferred
- Demonstrated success in program management
- Demonstrated success in working with and participating in programs about diversity, equity and inclusion
• Demonstrated ability to work with complex projects and prioritize deadlines
• Experience working with diverse stakeholders including staff, faculty and students
• Well-developed interpersonal skills and excellent oral and written communication, with great attention to detail
• An understanding of the educational trajectory from high school to college and into the workforce
• Experience with program evaluation
• Ability to listen carefully to and understand customers’ needs, both internally and externally, and proactively and reliably respond to those needs in a consistent and timely manner
• Must be willing to work non-traditional hours to support Programs and Services’ events
• Critical interest in The Steve Fund’s mission with a deep commitment to racial equity

TO APPLY

Applications (resume and cover letter) and nominations Sharron Cox CNA
International New York Inc. sharron.cox@cnaint.com

The Steve Fund’s dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all of our content. Diversity is more than a commitment at The Steve Fund —it is the foundation of what we do.

The Steve Fund is committed to a policy of nondiscrimination and equal opportunity for all qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, age, national origin, ancestry, disability or any other classification protected by federal, or applicable state or local law.

COMPENSATION PACKAGE

Salary range: on an annual basis
Benefits provided, including monthly data/business expense stipend, employer contributions towards a retirement plan, and paid time off.