

## **Regional Program Manager**

The role of Regional Program Manager is to plan and implement Samaritan's Feet (SF) programs as assigned, according to the strategic objectives of the organization. This will be a remote position in the United States. The Program Manager is responsible for securing location partners, identifying shoe recipients, logistical planning for Shoe Distributions including scheduling, shoe order, travel, volunteer recruitment, event set-up, event execution, follow up, and sharing potential Development contacts.

### **Primary Functions**

1. Executing events that are assigned by Domestic Program Management (i.e. Corporate, Regional, and National sponsored events).
  - a. Assist sponsor with recipient and location identification and volunteer recruitment
  - b. Work with recipient partner to plan logistics and gather recipient shoe sizes
  - c. Submit Work Order to SF Logistics and Domestic Program Management at least three (3) weeks prior to Event Date
  - d. Ensure that all parties (sponsor, location, volunteers, and recipients) have clear direction as to their roles
  - e. Lead and execute event according to SF standards, including location setup, volunteer orientation, shoe distribution or other engagement, closeout reporting, and thanks to participants
  - f. Include Domestic Programs Management on all decisions and activities
  - g. Refer potential partners to Development Department
2. Prospecting, identifying, and cultivating new partners capable of funding distribution programs at the \$5,000 - \$20,000 level.
3. Serving as the primary SF contact in the assigned geographic region responsible for:
  - a. Introducing the SF mission to businesses, schools, organizations, and individuals, through 1:1 meetings, networking events, and speaking engagements
  - b. Preparing and presenting compelling partnership proposals and accurate memoranda of understanding for small sponsorship partners
  - c. Providing stewardship of all relationships to both recruit and retain support in the assigned region
4. Tracking all constituent information and related activities in the Raiser's Edge CRM, ensuring that data is always current.
5. Creating Event Record and tracking Distribution information in Raiser's Edge Event Module
6. Maintaining records in shared Google Doc including all partner contact information, dates, funding plans, volunteer numbers, etc.
7. Working with Finance related to funding, from requesting the invoice to ensuring that payment is received and accounted for

### **Additional Functions**

1. Regular attendance on weekly Distributions call (unless unable to due to travel, vacation, or conflicting meetings)
2. Reconciling Divvy transactions in timely manner (no later than 2 weeks of expense).
3. Helping others within SF with activities outside area of responsibility when requested
4. Responding to interested parties in assigned geographic territory that express interest (via SF website) in becoming involved with SF.
5. Following proper training and shadowing, leading international mission trips (if desired and available)
6. In some cases, you may be assigned a certain “specialty group” outside your geographic area for which you will be responsible (example: coaches, civic organization, etc.)

### **Individual Qualities Needed To Be Successful**

1. Ability to work independently and make decisions
2. Ability to speak publicly to small & large groups
3. Self-motivated with ability to motivate/influence others
4. Flexible schedule
5. Knowledgeable of Microsoft Suite- Excel, Word, etc.
6. Strong relational skills (ability to exhibit patience, enthusiasm, kindness, compassion, and a gracious demeanor with all SF partners including volunteers, donors, corporate sponsors, staff members, regional coordinators, surprise guests, etc.)
7. Ability to problem-solve
8. Ability to multi-task and set priorities
9. Maintain flexibility with daily job responsibilities