



Senior Program Manager

Reports to: Executive Director

ABOUT THE ORGANIZATION

Asthma is the #1 reason children are hospitalized in St. Louis.

Allergies are the third most common chronic disease among children under the age of 18.

The Asthma and Allergy Foundation of America, St. Louis Chapter (AAFA-STL), a United Way Agency, has been a leading resource for those with asthma and allergies in the St. Louis community for nearly 40 years. AAFA-STL's medical assistance programs provide uninsured and underinsured children with life-saving asthma and allergy medications, equipment, education, and support in homes and through schools. Our educational programs and advocacy also reach families, schools, and nurses all over the state and region. Our growing programs serving families living with food allergies will continue to educate, make safer and unite this community. AAFA continues to play a critical role in COVID-19 response as we were able to serve over 200 school districts with COVID friendly Asthma kits, protecting those who would return to school. Last year AAFA STL grew 16% and is poised for nearly an additional 25% growth in 2021 when it will celebrate its 40th anniversary.

The Sr. Program Manager is a/n:

- Fearless program professional, ready to help guide and grow a set of programs to scale and next level impact
- Leader willing to and capable of building new program initiatives based on need and "blue ocean" opportunity for community results
- Lover of program metrics and champion of deep and lasting outcomes for clients
- Individual knowledgeable of programs at the intersection of youth, asthma, food allergies and healthcare more generally; who is able to drive strategy and programming both internally and with external partners
- Confident manager, able to lead volunteers, staff, VISTA personnel and interns to create and accomplish very ambitious goals
- Collaborative leader, affirmatively identifying opportunities to integrate key practices and learnings from the team with the entire organization and partners
- Expert communicator, excellent listener and collaborative partner responsive to clients, and community and youth voices
- Professional who understands and embraces the importance of fundraising
- Team player and tactical thinker, with exceptional problem-solving skills and a constant positive attitude
- Lifelong learner
- Destination thinker who will do what it takes to reach the desired end state
- Unafraid citizen leader who is ready to grow impact, save lives and improve communities forever

KEY RESPONSIBILITIES

The Senior Program Manager (SPM) oversees all aspects of maintaining and growing AAFA's programs, The SPM is responsible for proposing and/or implementing integrated program strategy and design, data design, and supporting staff in attaining Program-related metrics (inputs, outputs, outcome and impact) and driving towards quality and continuous improvement in the pursuit of our mission. Our programs are rooted in 40 years of service. The SPM is the person who will honor those 4 decades by innovating and generating greater impact through deeper service to existing clients and through service to an increased number of clients in a growing service area. The SPM will currently lead a team of a Program Coordinator, VISTA staff, interns and volunteers. The goal is to grow programs and along with it, related program staff, as the organization has plans for substantial growth. The SPM reports to the Executive Director. The SPM works closely with all program partners and the Development Director.

Leadership:

- Key role in organizational planning, for alignment of program strategy with overall organizational goals
- Leads the effort for programs to operate through a racial and economic equity lens
- Understands and drives collective impact with partners

Program Oversight

- Establishes goals and actions and tracks results for RESCUE program (schools), BREATH program (individuals), Food Allergy programs and client and public education
- Grow Food Allergy programs appropriately and creating the best role we can play in the space
- The SPM leads continuous learning and improvement around all program purposes
- The SPM is responsible for the execution of an Asthma and Allergy Summit, uniting partners and providers with clients from all around the region

Program Strategy

- Designs programs with intended outcomes and manages with unrelenting creativity to exceed goals
- Drives conception and implementation, planning, and oversight for the community and/or sustainability partners.
- Responsible for service/education content, and multiple institutional and nonprofit partnerships.

Qualifications:

- Bachelor's degree from an accredited college or university highly preferred. Master's degree in a related field is a plus.
- 5+ years experience in nonprofit programs or comparable for profit roles with a preference for at least 2+ years in a managerial capacity
- Experience working in low-income communities and varied cultures helpful
- Sector knowledge related to AAFA's areas of focus
- Demonstrated success in program building, metrics, partnership development and management, strong analytical skills, and problem-solving capabilities.
- Loves working hard
- Excited about big goals and stretching your skills
- Fearless

To learn more about AAFA's impact please visit www.aafastl.org

AAFA is an equal opportunity employer and encourages candidates of all backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, gender identification, national origin, disability, marital status, age or sexual orientation, in accordance with federal and state law.

Benefits: medical & dental, PTO, flexible work schedule emphasizing results over time on task, new premier office setting (July of 2021), collaborative team environment, ability to make lasting change.

To Apply:

Email cover letter and resume to applicant@aafastl.org Please use "SPM Applicant - (Your Name)" as the subject of the email. In your cover letter feel free to describe your experience and ability to build new and improve existing programs.

Applications will be accepted until the position is filled. We are looking to fill this position immediately.