

## **Position Announcement**

### **Program Manager**

#### **About the Volcker Alliance**

The [Volcker Alliance](#) is a nonprofit founded by former Federal Reserve Board Chairman Paul A. Volcker to empower the public sector workforce to solve the challenges facing our nation. Our portfolio of work focuses on the people at the core of government service delivery—people who provide a steadfast source of optimism during an unsettled time for our democracy. We promote innovation in public service education, empower rising leaders to build the democracy of our future, connect talent to city, state, and federal government jobs, and inspire others with the story of Mr. Volcker’s commitment to public service.

The Volcker Alliance is committed to cultivating a diverse team and inclusive workplace. We believe that building a team whose members draw upon different lived experiences and offer myriad perspectives is critical to advancing our mission. To advance our mission, the Volcker Alliance needs employees who are as diverse as America, each bringing different insights into the work of government in communities across the country. We believe our success hinges on engaging employees who are Black, Indigenous, and people of color. We strongly encourage applications from people with these identities or who are members of other historically excluded and marginalized communities.

#### **Position Overview**

The Volcker Alliance is seeking a full-time Program Manager to join our team. The Program Manager will oversee the execution of programmatic and operational workstreams in our growing programmatic portfolio. This role requires a highly organized, experienced project manager, strong analytical capabilities, and excellent written and verbal communication skills

#### **Responsibilities**

- Oversee the execution of programmatic and operational workstreams;
- Proactively design, develop, manage, and monitor projects and tasks by:
  - Developing project plans and strategies;
  - Determining roles and delegating responsibilities;
  - Scheduling key milestones;
  - Monitoring workstreams and activities;
  - Managing and adjusting for any changes in scope, schedule, or budget;
  - Identifying issues and challenges; and
  - Effectively communicating with team members and stakeholders.
- Manage relationships with internal and external stakeholders, including funders, partners, advisory board members, research consultants and contractors, and government officials.
- Draft and finalize documents in support of initiative work, including presentations, speeches and talking points, reports, editorials, and press releases;
- Develop and manage grants, contracts, and budgets;



- Design, prepare, and ensure exceptional execution of program events, meetings, workshops, and conference presentations;
- Work with senior staff to supervise and support junior team members; and
- Represent the Volcker Alliance at conferences, meetings, and workshops.

### **Qualifications**

- Bachelor's degree or equivalent work experience required; master's degree in public administration, public policy, nonprofit management, or a related field preferred;
- At least five years of relevant experience;
- Strong project management skills;
- Excellent written and verbal communication skills with the ability to build relationships with both colleagues and external partners;
- High proficiency in Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook);
- Proficiency with project management software, databases, and CRM tools a plus;
- Exceptional analytical skills with attention to detail, accuracy, and organization;
- Ability to work proactively and take initiative in a dynamic work environment; and
- Personable and positive team player.

### **Position Specifics**

- Position Availability: April 2025
- Status: Full-time, Exempt
- Location: New York City Hybrid – Staff are required to work in our NYC-based office at least two (2) days per week and are permitted to work remotely up to three (3) day per week
- Salary Range: \$80,000 - \$95,000 annually
- Benefits: The Volcker Alliance offers a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, paid holidays, retirement plan, and professional development stipend

### **How To Apply**

Please submit a cover letter and resume by email to [hire@volckeralliance.org](mailto:hire@volckeralliance.org) indicating the position "Program Manager" in the email subject line and where you heard about the position announcement in the email body. No calls please.