



PROGRAM MANAGER

Who we are: The Institute for Training and Development (ITD) is a leading nonprofit organization based in Amherst, Massachusetts that specializes in designing and implementing tailor-made courses, training and internship programs, and exchanges for NGO leaders, government officials, educators, students, business people, community leaders, and many others. Since its founding in 1985, ITD has provided training for over 6,000 participants from more than 100 countries through funding from the Department of State, individual Fulbright Commissions, USAID, World Bank, FAO, UNDP, UNICEF, Peace Corps, private universities, and foreign governments.

Our program team works to develop and implement engaging, cross-cultural, educational programs pertaining to various themes, including but not limited to economic empowerment, rule of law, civic engagement, climate change, U.S. history and culture, business and entrepreneurship and education. Our staff members are our most critical resource, ensuring that our programs are expertly promoted, organized, and implemented, and enhancing participants' program experience through direct support during stateside and overseas programs.

Description

ITD is currently seeking a Program Manager to develop and conduct international training, education and exchange programs for professional and student groups from around the world. The Program Manager is a full-time, in-person member of the core organization staff with responsibilities for overall development, management and supervision of ITD programs. The Program Manager is a position that encompasses all aspects related to fulfilling the ITD mission of bringing together professionals and students from around the world to exchange ideas, deepen understanding, spread knowledge and share cultures. Given the nature of the work occasional long hours, weekend work and international travel required.

Responsibilities include but are not limited to:

- **Program Management and Administration**
 - Conduct assigned ITD programs, including, but not limited to, coordination and organization, curriculum design, training, financial and logistical management, staff supervision, manage online learning platform (Moodle).
 - Recruit and communicate with academic directors, presenters, site visit hosts and other core program providers.
 - Communicate with the program and executive director to assure timely compliance with grant requirements including program evaluation and report writing.
 - Actively participate in the implementation of the programs (each U.S. based component ranging in length between three- and six-weeks long) Responsibilities include, but are not limited to: organize study tours and cultural outings, attending social/cultural events, driving participants, escort participants on study tours (e.g. NYC, DC). Weekend and evening work are not unusual.



- Collaborate with the ITD team as necessary to ensure effective implementation of ITD programs, and other organizational functions.
- Assist with recruitment and selection of participants for certain programs. Maintain contact with participants beginning prior to the program start date, and through follow-on programs after the conclusion of the program.
- **Grant Proposal Writing**
 - Support the program director and executive director in the development of proposals or other opportunities for new programs to advance ITD's mission
 - Select and develop new proposals, including the writing and editing of proposals.
 - Seek out program opportunities that align with ITD's mission.

Qualifications: *note- We view this section as a guide, not a checklist. We encourage you to apply even if you don't satisfy every bullet on this list.*

- Demonstrated experience in the development and management of international adult education and/or training programs.
 - Proven capacity for administrative management – including proven ability to manage programs and staff and fulfill project goals and objectives within budget
 - Strong organizational skills, attention to detail, and ability to meet deadlines. Able to handle multiple projects simultaneously.
 - Experience engaging groups virtually. Aptitude with online teaching tools is preferred as some of our programs have virtual elements.
- Experience and proven track record in grant and report writing for opportunities reflecting diverse sources of funding.
 - Ability to write using clear, concise and persuasive language.
 - Knowledge of, and ability to seek out various funding opportunities.
- Substantial international experience and demonstrated sensitivity to and sophistication about other cultures in the United States and overseas.
 - Full written and spoken fluency in English and Spanish.
- Team oriented and the ability to work in a collaborative environment.
- All candidates must have legal authorization to work in the United States. ITD is not sponsoring H1B Visa.

Preferred Qualifications

- Master's in international education or a related field

Benefits

Include but not limited to:

- Salary range of \$55,000-\$65,000 dependent on experience and skills
- Health Plan
- Retirement benefits including 2% contribution
- Monthly cell phone plan paid



Job title: Program Manager

Primary Location: Amherst, MA US

Schedule: Full-time, regular with some travel required

Application deadline: Applications will be reviewed on a rolling basis

Anticipated start: February 2023

To apply: Submit cover letter and CV to Kaye Sherwood, Logistics Manager
(kaye@itdamherst.org)

The Institute for Training and Development centers multiculturalism, equity and inclusion in its mission to deepen understanding, spread knowledge, exchange ideas and share culture with, and among, its program participants. We design program materials, hire staff, select speakers, and make decisions with these values at the forefront. We provide equal opportunity to, and encourage applications from people of all races, ethnicities, religions, genders, sexual orientations, gender identifications, incomes, ages, and physical abilities. We design programs that expose participants to the varying narratives about the United States, its people, its challenges and its triumphs. In doing so, ITD strives to expose participants to the multilayered and complex tapestry of America's past, and current landscape.