

KRELL INSTITUTE POSITION DESCRIPTION

Position Title: Program Manager

Reports To: President

Position Status: Exempt, Full-Time

Position Summary: Provides supervision and management oversight of the organization's delivery of programs. This position is responsible for implementing programs, assessing needs, and ensuring that program objectives are met. The Program Manager will serve as liaison and point of contact for clients, is responsible for the performance of assigned staff, committees, and programs, and ensures compliance with regulations governing federal awards.

Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Program (70%): Overall responsibility for the successful management and delivery of the organization's programs

- Oversee daily administration of programs and manage staff workloads.
- Liaison and Krell point of contact for Department of Energy (DOE) and other clients.
- Represent programs to all stakeholders, especially DOE, and articulate the individual program mission and vision.
- Attend technical meetings to represent the programs.
- Supervise and lead the following fellowship activities:
 - Annual recruitment and application process
 - Final selection process of new fellows with committee input
 - Approving annual renewals of fellows
 - Coordination of Annual Program Reviews
 - Selection of members for various fellowship committees
 - Oversee fellowship website content in collaboration with communications team
 - Oversee systems utilized to manage and track fellowship data
- Responsible for reporting to DOE via annual reports and renewals.
- Assist in development of grant applications and proposals.

Administrative (30%): Overall responsibility for the management of program staff, review of program activities, and the development and implementation of new program initiatives:

- Provide employee evaluations and feedback and conduct regular staff meetings.
- Review program activities and expenditure requests.
- Maintain ongoing communication with President on the status of programs, clients and outcomes, and provide timely reports on management, or compliance issues.
- Develop, review, and provide recommendations for program policies and procedures.
- Ensure that policies and procedures are followed by staff.
- Partner with leadership to design programs that align with the organization's mission.

Interactions: This position will interact with Krell management and staff, grantors, program committee members, program participants and applicants, university coordinators, labs, vendors, and others.

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Problem Solving / Decision Making: This position solves problems associated with program administration, develops strategic solutions, and makes decisions related to program administration.

Supervisory: This position has oversight of program staff (Project Team Leader, Meeting and Outreach Coordinator, Program Coordinators (2)). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include but are not limited to interviewing and/or motivating and/or training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; and resolving problems.

Education and/or Experience:

- Bachelor's degree and 5 years of progressively responsible experience in a program management position. Advanced degree preferred.
- Minimum three years of supervisory experience.

Desired Skills:

- Experience managing a diverse staff and ability to innovate processes.
- Significant experience working with multiple deadlines and managing priorities at all level of detail.
- Familiar with the Department of Energy (DOE), a DOE national laboratory, graduate fellowship programs, or an academic institution.
- Understanding of the issues impacting fellowship programs and envision approaches and solutions to issues.
- Experience with the Federal grant process and Uniform Guidance (2 CFR 200).
- Ability to foster relationships across departments, with funders, fellows and volunteers.
- Communicate effectively and diplomatically, both verbally and in writing.
- Proficient with standard office software as well as virtual collaboration and communication tools.

Mental and Physical Demands: Must be able to manage multiple tasks simultaneously and work under pressure to meet deadlines. Must pay attention to detail and produce accurate and complete work. Must be flexible and able to shift focus quickly from one task to another. Must be able to work well with a variety of people and situations. Must be able to work independently yet be able to lead and participate effectively on teams.

Work is performed indoors. Must be able to sit at a computer and use a personal computer for extended periods of time. This position will travel and participate in meetings and conferences throughout the United States.