**Program Manager**

**ABOUT US**

Interfaith America is a national nonprofit organization based in Chicago. We believe that religious diversity is a foundational American strength, and we are building a nation that achieves that promise for the common good. Our mission is to inspire, equip, and connect organizations and leaders to unlock the potential of America’s religious diversity. We leverage our expertise in interfaith leadership in different sectors and spaces in American life, such higher education, health, public policy, racial equity, corporations/business, tech - giving leaders and institutions the tools and resources they need to positively engage religious diversity for the common good.

At Interfaith America, we are ever adapting and changing. We look for people who set audacious goals and love that one workday may not be like the next. We are committed to supporting work at the intersection of racial equity and interfaith cooperation. We believe in the essential contributions of countless religious and secular traditions that affirm dignity and justice for every human being. We are utilizing our interfaith leadership to contribute to the transformation of America into the promise of what it can be but has not yet been. We seek to attract and retain a team of staff comprised of the diverse identities we need to achieve our vision, including minority religious groups and people of color.

**THIS POSITION**

At Interfaith America (IA), we collaborate with internal colleagues and external partners to execute projects to achieve our mission. IA Program Managers are generalists, able to engage religious and worldview diversity with all constituents on a college campus from faculty to administrators and in a community from young leaders to thought leaders and nonprofit leaders. You’ll be leading projects and supporting projects, each of which has distinct roles with clear responsibilities. One day you might be collaborating with our Director of Racial Equity on our Vote Is Sacred project. The next week you might be talking to a member of our Emerging Leaders network about their Building Interfaith America grant as they troubleshoot unexpected hurdles. The next week you might be on a college campus facilitating a workshop for Student Affairs staff, putting IA’s frameworks in conversation with the department’s mission statement and Pew findings on religion and public life in the US.

**ABOUT YOU**

You are passionate about religious and worldview diversity within higher education, programs that promote interfaith cooperation and racial equity, and the civic value of engaging across deep difference. You thrive in a fast-paced, adaptable environment where one day won’t look like the next. You feed off the organizational learning and social science research and adjust your strategy to fit what we’ve learned. You love to work collaboratively internally and externally and liaise across multiple complex projects. You hold yourself and your work to a high bar of excellence and take personal responsibility for achieving your goals.

**Responsibilities will flex with each assigned project.** However, all Program Managers are responsible for the following:

* Manages assigned Interfaith America projects
* Executes pieces of work on Interfaith America projects, including data tracking in line with project goals and impact; CRM responsibilities; and administrative tasks
* Deploys Interfaith America programs and theories of interfaith cooperation across our emerging leaders network, civic groups, and multiple constituencies on campus (e.g. faculty, student affairs professionals, college students)
* Builds relationships with Interfaith America civic partners (e.g. peers at nonprofits, think tanks), our emerging leaders network, constituents on campuses
* Represents Interfaith America through presentations and attendance at conferences, on campus visits, and at IA events

**Required Qualifications:**

* Bachelor’s Degree in related field including religious studies, higher education, sociology, etc.
* Three or more years professional experience in a related field, including interfaith work, consulting, higher education, online education, etc.
* Proven project management and organizational skills
* Demonstrated effectiveness in interfacing with multiple constituencies, such as nonprofit partners; young professionals; campus administrators, faculty, staff or students.
* Authorization to work in the United States

**Preferred Qualifications (but not required):**

* Advanced degree in Religious Studies, Civic Leadership or Higher Education
* Demonstrated ability to engage stakeholders in substantive discussions about religious and worldview diversity, interfaith cooperation, racial equity, and civic pluralism
* Experience developing and implementing strategies to identify and define complex equity and inclusion issues
* Experience in in-person and online training, facilitation, consulting, education, assessment and/or related skill sets
* Experience with networking and building relationships or coalitions

**Essential Competencies:**

* Relationship Building - Being able to connect with others (internally and externally) to form positive working relationships.
* Project Management - Aptly leading, planning, and executing project or pieces of a project, ensuring all project members are staying within timelines and budgets.
* Results oriented – Ability to complete multiple assigned tasks across multiple program and project areas with a high level of excellence, attention to detail and within assigned deadlines.
* Adaptability - Adapting to change within the organization, programs, and projects with grace and a positive attitude.
* DEI Cultural Competency - Ability to understand, appreciate and interact effectively with people from cultures, identities, lived experiences, or belief systems different from one's own.

**Salary Range:** $55,000-$65,000 Annually

**Location:** This position will work 2-3 days per week from our Chicago Loop office and 2-3 days per week from home

**Travel:** Approximately 20% of work time will be traveling to colleges/universities, and conferences across the country (average throughout year; may be more during peak academic and conference seasons); can expect to work occasional nights and weekends

**Supervision:** Director of Program Resourcing

[**Application**](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6a54133c-8240-4f1b-920d-516603559a9c&ccId=19000101_000001&jobId=443832&lang=en_US&source=CC4)**:** please upload your resume and a cover letter that includes why you want to work at Interfaith America

**Application deadline:** applications are accepted until the position is filled. Early applications are recommended.

**Other Requirements:**

The Program Manager position requires the ability, with or without reasonable accommodation, to: maintain regular attendance; travel to campuses across this US; work cooperatively with others; adhere to Interfaith America personnel policies and safety rules; sit and/or stand for extended periods of time; operate standard office equipment, including computers, telephones, photocopiers, and projectors; communicate orally, in writing, and via computers and digital devices; and requires close visual acuity to prepare and analyze data and figures, transcribe, view a computer terminal and other office equipment.

Interfaith America is an Equal Opportunity Employer, and does not discriminate on the basis of religion, race, ethnicity, national origin, age, gender, sexual orientation, disability, pregnancy, marital status, or any other status protected by applicable law. Reasonable accommodation will be provided as needed to enable qualified applicants with a disability to participate in pre-employment procedures.