



Vets' Community Connections (VCC) San Diego: PROGRAM MANAGER POSITION OPENING

Interested candidates: Please send resumes to kari@vcconnections.org by Friday November 1, 2019

Position Summary: ^[1]_[SEP]The Vets' Community Connections (VCC) San Diego Program Manager is responsible for overall management of the VCC program with emphasis on developing and implementing local outreach activities and strategic partnerships to publicize the VCC program to the community. The manager will also assist with fundraising and development goals.

This is a full-time contractor position of 40 hours a week.
Office location: 2-1-1 San Diego

Responsibilities:

Program Management and Evaluation

- Manages the day-to-day VCC program operations, ensuring processes are effective and client needs are met
- Supports setting priorities for staff throughout the year.
- In coordination with the VCC President, sets VCC San Diego annual and quarterly goals and metrics, and assesses the effectiveness of meeting those marks

Management of VCC Staff, Interns, and Volunteers

- Works with the VCC President to hire, train, coach, support and evaluate the performance of direct reports, volunteer leaders, volunteers and the VISTA program in coordination with San Diego Veterans Coalition (SDVC) designated leaders
- Ensures VCC staff responsibilities fit into overall program goals.

Community Outreach Development and Management

- Builds community partnerships with businesses and community groups to further program impact
- Conducts outreach to post 9/11 veterans and military by working with businesses, local veteran organizations and base leaders to increase awareness about VCC
- Develops media relationships that generate articles and publicity around VCC and its impact in the community by issuing press releases, organizing press junkets, gathering and streamlining data and client/member testimonials
- Works with the VCC Advisory Board and President to develop marketing materials that support outreach and membership efforts
- Oversees planning local outreach activities to publicize the organization and its programs to the community
- Manages outreach efforts for community events, resource fairs, as well as community and neighborhood group meetings regarding the VCC project and its impacts
- Manages the design and development of social media to increase awareness about VCC, for both utilization and resource members within the database



Manage to the Budget and Conduct Local Fundraising

- Works with VCC President to develop immediate and long-term budget for VCC San Diego, and works with the Advisory Board to determine how to meet budget goals
- Establishes fundraising and development goals in coordination with VCC President
- Identifies outreach strategies and potential donors or sources of funding; may assist in the development of grant applications or proposals

Qualifications & Competencies:

- Understanding of and personal experience with U.S. military and veteran related programs, community and services
- Strong passion and commitment for bettering the lives of veterans, active duty and their families
- Knowledge and experience working in San Diego County
- Knowledge and experience in community organizing
- Experience planning and facilitating meetings, working with community leaders and volunteers of diverse backgrounds
- Excellent public speaking and presentation skills
- Highly organized and IT competent
- Knowledge of and experience using social media
- Ability to maintain confidential information