

Program Manager Position Description



POSITION: Program Manager

Reports To: Director of Scholar Success

Job Type: Full-time Exempt

Location: Milwaukee, WI

SUMMARY JOB DESCRIPTION

The Program Manager supports the Scholar Success Team through strategic meeting coordination, event planning, and program logistics. They lead the execution of key scholar programming events, manage internal communications and calendars, and maintain scholar-facing resources.

The Program Manager also tracks and analyzes program data to inform team decisions and provides operational and administrative support to leadership. This role is ideal for a highly organized, collaborative professional with strong attention to detail.

ESSENTIAL DUTIES & RESPONSIBILITIES

This list is not all-inclusive and may be expanded to include other duties and responsibilities as deemed appropriate.

Team and Meeting Coordination

- Create agendas and contribute relevant content for Scholar Success (Leadership) Team meetings, aligning with the Scholar Success Team Operational Calendar.
- Attend Scholar Success (Leadership) Team meetings and provide updates on program progression, including scholar meeting completion, note submission, and yearly objective tracking.
- Maintain and update the Scholar Success Team Operational Calendar.

Event Planning and Program Logistics

- Lead the planning and coordination of key scholar programming events such as New Scholar Orientation, Internship Orientation, and Summer/Winter Institutes.
- Support on-campus workshops and campus socials through comprehensive behind-the-scenes coordination, ensuring campus team readiness without requiring onsite presence.
- Oversee event logistics including space procurement, invitation and RSVP management, materials and food ordering, and post-event evaluations.

Communications and Digital Coordination

- Coordinate the development and distribution of the All-In Milwaukee monthly scholar digital newsletter.
- Develop and manage logistics for scholar laptop disbursement.
- Update and maintain the AIM Events Calendar with programming and relevant university dates.

Resource Development and Maintenance

- Maintain and update key scholar resources, including the Scholar Handbook, New Scholar Syllabus, and scholar-exclusive online resource website.

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- Collaborate with the Director of Scholar Success on the development and execution of Scholar Success Team Training Days and major scholar programming events.

Data Management and Reporting

- Track and report relevant data from the CRM system to inform Scholar Success Leadership Team decisions.
- Review and validate scholar assessment data, including Intentional Summer Experience and Post-Graduation outcomes, on a bi-annual basis.

Operational and Administrative Support

- Assist the Senior Director of Operations & Finance with scholarship disbursement processes.
- Complete various administrative tasks and special projects as assigned by the All-In Milwaukee leadership team.

QUALIFICATIONS

- Bachelor's degree required, relevant experience in program management, nonprofit management, business administration, communications, or related field.
- Minimum 5 years of related experience in program coordination, project management, event planning, education support services, or nonprofit relations.
- Excellent written and verbal communication skills with strong attention to detail.
- Demonstrated ability to manage multiple priorities, meet concurrent deadlines, and work collaboratively with diverse internal and external stakeholders.
- Proficiency with CRM systems (Salesforce preferred) and managing data for reporting.
- Strong technical proficiency with Microsoft Office.
- Passion for educational equity and a deep belief in the mission of All-In Milwaukee.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodation will be made to enable qualified individuals with disabilities to meet the demands.

While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands to finger, handle, or feel, reach or grasp with hands and arms, including overhead and from floor to waist, and talk or hear. The employee is regularly required to operate a motor vehicle. The employee is occasionally required to bend, stoop or kneel; lift, carry and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and ability to read from a computer or electronic device, and the vision required to operate a motor vehicle.

The noise level in the work environment is usually quiet to moderate. The employee is exposed to outdoor weather conditions during work-related travel.

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BENEFITS OF WORKING AT ALL-IN MILWAUKEE

At All-In Milwaukee, you'll be part of a mission-driven, high-impact organization dedicated to advancing educational equity and scholar success. You'll be part of a collaborative, innovative, and supportive team where your work makes a lasting difference in the lives of scholars and the Milwaukee community.

We cultivate a connected and engaging workplace through team gatherings, celebrations, and outings to local events like Brewers, Bucks, and Admirals games. From team days and milestone recognitions to everyday camaraderie, we prioritize a positive and dynamic work environment where collaboration thrives.

Life Balance & Paid Time Off

- Generous paid holidays, vacation, and other times
- Parental leave to support growing families
- School activities leave to participate in important family moments
- Flexible hybrid work policy allowing for some remote workdays

Health & Wellness

- Comprehensive medical, dental, and vision insurance plans for you and your family
- Access to an indoor fitness center for employee well-being at the Milwaukee office

Financial Security & Retirement

- Competitive salary with opportunities for performance-based pay
- Excellent retirement plan with employer contributions and match
- Employer-provided basic life insurance, short-term disability, and long-term disability
- Access to voluntary life insurance options
- Financial planning resources to help secure your future

Professional Growth & Development

- Professional development funds for training, conferences, and career advancement
- Opportunities for leadership and skill-building within a mission-driven team

Join All-In Milwaukee and be part of a team that is transforming educational outcomes and creating pathways to success for scholars across the region.

TO APPLY

Please submit a cover letter, resume, and names/contact information for three references to hr@allinmilwaukee.org by Friday, June 6th. Applications will be reviewed on a rolling basis with a preferred July 21st start date. No phone calls, please.

All-In Milwaukee is an Equal Opportunity Employer and is committed to providing a work environment free from harassment and discrimination. All-In Milwaukee provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender, medical condition, genetic information, or sexual orientation, or any other characteristic protected by law.