**Job Title: Regional Program Manager for
Governor's Early Literacy Foundation (GELF)**

Location: Tennessee (significant travel required) – East Tennessee / West Tennessee Region

Are you looking for a position that is challenging and exciting? Are you passionate about literacy and helping to bring a culture of reading to Tennessee? Are you looking to work with a group of likeminded people with a great organizational culture? Are you a motivated, self-starter that enjoys developing relationships? This may be the role for you.

Please read this job description thoroughly before applying. Only serious candidates will be considered.

This position will focus on the territory of West Tennessee. The ideal applicant should live in any county in West Tennessee. Applicants from greater Nashville area will be considered.

Position Summary:

Governor's Early Literacy Foundation (GELF) is seeking an enthusiastic and passionate Program Manager to promote, direct, supervise, and represent foundation initiatives across Tennessee. Reporting directly to the Director of Programs, the Program Manager will lead, manage, and implement programming that benefits children, students, caregivers, and teachers statewide. The Program Manager will be responsible for developing relationships with literacy stakeholders and organizations, maintaining accurate records, communicating effectively with partners and stakeholders, administering Storybook Trail and Book Bus Grant Programs, managing book delivery programs, planning and directing GELF events, supporting research partners, identifying new programmatic strategies, visiting partners, and collaborating with other team members to strengthen early literacy in Tennessee.

Job Brief:

The ideal candidate for this position will be a detail-oriented individual who excels in complex situations and can solve problems. They should possess strong social skills and enjoy interacting with diverse people. The Program Manager will be required to manage many relationships and a significant amount of information while maintaining high levels of customer service and accuracy. The ideal candidate should hold a core belief that early literacy is essential to the future of Tennessee and understand that providing high-quality materials, information, and support to students, families, and teachers is crucial to positively impacting the field.

The Program Manager is a proactive, motivated, independent professional capable of building meaningful connections with community leaders and inspiring collective action. This driven, outgoing individual thrives in a fast-paced, dynamic work environment and has strong written and verbal communication skills. A collaborative decision-maker, s/he solves big problems, keeps track of small details, and appreciates the urgency to strengthen early literacy in Tennessee.

Preferred Experience & Education:

To be considered for this position, candidates should possess a Bachelor's or Master's degree in a relevant field related to the position. The candidate should also have significant experience in early elementary education, program or account management, and/or government or nonprofit operations. The ideal candidate should have a compelling and successful history of leading, implementing, and sustaining programs/projects/initiatives. Excellent

verbal and written communication skills are a must, as well as proficiency in Microsoft Office (Word, Excel, etc.). Salesforce experience is a plus.

Travel:

This position requires significant travel across Tennessee, with regular overnights expected. The candidate must have a current driver's license.

Reports to:

This position reports to the Director of Programs.

Supervisory Responsibilities:

This position has no direct report responsibilities.

Hours & In Office Expectations:

The position is full-time and exempt, with a remote work schedule. Ideally, candidates will live within the region of Tennessee they are serving. This role will require a regular cadence of in-person time at the foundation's Nashville offices, as well as participation in GELF events, offsites, and other occasions to build culture and relationships with the entire team.

How to Apply:

To apply for this position, candidates should complete the Predictive Index assessment and cognitive assessment (LINK) and send their resume and cover letter to careers@governorsfoundation.org by May 15, 2024. Qualified candidates will be contacted by phone or email for in-person interviews.

Our Hiring Process:

We value the people we bring onto our team. As a result, we are careful in our selection process. As an applicant, here is what to expect:

- **Phase 1** – ***Selection of potential candidates*** – we will filter the most qualified candidates into the top 10 and let them know via email that they have been selected.
- **Phase 2** – ***Preliminary interview*** – this will be a short 15–20-minute virtual interview to help us narrow down the candidates to the top 3-5 most suitable applicants. You may be asked to complete an additional assessment to prepare for the interview.
- **Phase 3** – ***In-person interview and team meeting*** – we will invite the top 3 candidates to come to our offices for an in-person interview and for candidates to meet our team. It's an opportunity for interviewees to get to know our team and for our team to get to know the potential candidates. This usually takes 1.5-2 hours.
- **Phase 4** – ***Selection and Job Offer*** – once we have narrowed our search, our hiring committee will decide and make a candidate a conditional offer.

Please Note:

The deadline above does not prevent the organization from beginning the hiring process. Candidates are encouraged to apply as soon as possible if they are interested in pursuing this opportunity.

Benefits:

The position offers:
- competitive salary of $62,000-$65,000/year
- health insurance
- life insurance
- dental insurance
- vision insurance
- paid vacation and sick days
- TN Consolidated Retirement
- 401K
- phone and internet stipend
- home/remote office equipment