

# Community Program Manager

The Fannie and John Hertz Foundation seeks a highly skilled project manager to support our portfolio of programmatic offerings and engagement of 1200+ Hertz Fellows, a multigenerational network of many of the nation's most accomplished science and technology leaders.

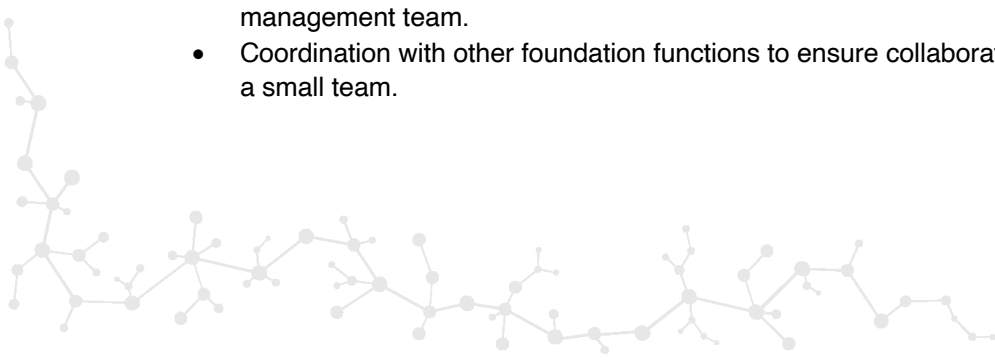
Guided by the organization's newly released strategic plan, you'll have the opportunity to create connectivity among our fellows, fuel and accelerate collaborations, and grow the foundation's capacity to support our fellows' pursuit of game-changing research and technology development. Join a dynamic, nimble team of professionals at the Hertz Foundation to expand the impact of our amazing community.

This part-time, fully remote position will report to the Director of Community. Our staff and community are distributed across the nation — with the hiring manager located on the east coast — so the ideal candidate will have demonstrated experience working effectively with geographically distributed teams. Compensation will be commensurate with experience.

If interested, please send your CV/resumé of no more than 2 pages and explain your interest in an email to [anne@hertzfoundation.org](mailto:anne@hertzfoundation.org). We will be reviewing applications on a rolling basis.

## Key responsibilities:

- Execute the day-to-day needs of community programs, such as a mentor matching initiative, engage community members around the country through our “Community Reps” program, and support local events.
- Provide support, from conceptualization to execution, for dynamic and engaging events for the community of Hertz Fellows and the public, ranging from 30–200 people, held both in person and online.
- Event support includes key contributions to the planning and execution of the annual Hertz Summer Workshop, our signature event which takes place over four days in July/August and requires travel and on-the-ground coordination.
- Assist in the management of the all-volunteer Fellowship and Programs Council through meeting scheduling, taking minutes and managing action items for this important advisory group.
- Support the Council committees, including the Community, Program and Prize committee volunteers who directly run programs affecting community engagement and recognition.
- Manage community digital tools such as our Hertz Fellows-only listserv, a new LinkedIn Group and others as necessary to allow connection and collaboration online.
- Organize and liaise with volunteers, drawing from the community to find members who can pitch in to enable our creation of community-led programs.
- Coordinate with the communications team to develop content for our website, social media and email marketing.
- Manage community data and update records for our constituents, in collaboration with the database management team.
- Coordination with other foundation functions to ensure collaboration, mutual support and the efficiency of a small team.



## The qualities and skills we're looking for.

### You must...

- Have 3+ years of project management experience
- Have a Bachelor's degree
- Have a portfolio of successful program management work, especially with nonprofit, scientific and/or technology organizations
- Be effective using digital collaboration and communications tools, specifically Zoom, Asana, Google Workspace (i.e., Docs, Sheets, etc.) and Mailchimp
- Have experience with managing budgets
- Have good written communication skills
- Have a high level of interpersonal skills and a collaborative spirit
- Be a solutions-oriented, positive thinker who can deal with difficult situations, unexpected circumstances and time sensitive issues
- Be able to multitask and deal with a variety of inputs and stakeholders
- Be able to travel 2–3 times a year to staff retreats and community events in various locations

### It would be an advantage to have...

- A degree from the science, math, engineering or technology fields
- Scientific research experience
- Experience proposing and standing up new projects, and/or experience with program analysis
- Experience with NXT/Blackbaud tools

## About the Hertz Foundation

The Hertz Foundation is a nonprofit organization that identifies the nation's most promising innovators in science and technology and empowers them to pursue solutions to our toughest challenges. Launched in 1963, the Hertz Fellowship is the most exclusive fellowship program in the United States, fueling more than 1,200 leaders, disruptors, and creators who apply their remarkable talent where it's needed most—from improving healthcare to protecting the health of our environment. Hertz Fellows hold over 3,000 patents, have founded more than 375 companies, and have received major national and international awards, including two Nobel Prizes, ten Breakthrough Prizes, the Fields Medal, and the Turing Award.

Our staff and advisors are working to create a better future every day. We are an equal opportunity employer and welcome people of different backgrounds, experiences, and perspectives. Whether in-person or remote, we are a team of active optimists who strive to create an inclusive, pleasant, and supportive work environment where everyone can achieve their best.

We do not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

