

**Maine Boys to Men (MBTM)** seeks a full time (40 hours a week) on-site **Training Institute Program Manager** to join our team. An important leadership role within our organization, you will continue the development and delivery of our train-the-trainer-initiative with youth-serving adults throughout Maine and beyond. This position reports to the Program Director with a yearly salary of \$48,000. We offer partial-pay health and short-term disability insurance, three weeks of paid time off, and 13 paid holidays.

### **Our Organization**

Based in Portland Maine and founded in 1998, our mission is to end all forms of male violence and self-harm while advancing gender equity. We do this by providing direct programming that empowers youth and adults to bring positive change to their communities. Our unique set of experiential workshops, rooted in a broader view of masculinity, gives all people the power to notice and intervene in potentially harmful situations long before they become violent. Our dedicated team, board leaders, and volunteers have created a growing and robust organization that offers high impact programming in the state of Maine and beyond. Importantly, we are committed to deepening our understanding of complex dynamics at the intersection of gender, race, class, and sexuality.

### **Training Institute Program Manager Job Description**

#### **Job Purpose:**

The Training Institute Program Manager oversees the direction, development, and delivery of the Maine Boys to Maine Training Institute. This leadership role is responsible for ensuring that youth-serving adults in Maine and Boston are fully trained and supported to deliver our Reducing Sexism and Violence Program (RSVP®). RSVP® is recognized as one of the most comprehensive gender-based violence prevention programs in the nation. Successful program management will be achieved through the delivery of both online and in-person Training Institutes and the development of an online and in-person support network for all program graduates. This leadership position will build long-term relationships between MBTM and trainees to ensure their successful delivery of RSVP® to the youth that they serve as we work together to create a national coalition of youth-serving adults committed to creating safe, non-violent communities for all.

#### **The Ideal Candidate:**

- Is courageously committed to ending male violence and self-harm.
- Has knowledge of and sensitivity to issues of domestic violence, teen dating violence, stalking, and sexual assault.
- Has excellent in-person and online facilitation skills.
- Takes full responsibility for all program deliverables and overseeing the successful planning and execution of our Training Institute program goals.
- Desires to work within an organization that is committed to delivering an exceptional experience to all its stakeholders.

#### **Primary Duties and Responsibilities:**

- Strategically lead, direct, develop, deliver, and evaluate all aspects of the MBTM Training Institute in accordance with the mission and the goals of the organization.

- Develop and implement long-term goals and objectives to achieve successful program outcomes.
- Create a Training Institute marketing plan and collaborate with the MBTM social media and administrative team to ensure well attended events.
- Communicate with community partners, stakeholders, funders, and news outlets to gain community support for the program, collaboration opportunities and to solicit input to improve the program.
- Identify and respond to opportunities to promote our work within schools and throughout communities to ensure continued strong demand for our programs.
- Identify speaking opportunities for MBTM and present at a variety of conferences and workshops to increase awareness of our programming, its importance, and impact.
- Schedule events, prepare facilitation teams, deliver programs for both participants and the ongoing support of graduates to ensure their ongoing ability to deliver RSVP®.
- Maintain customer relationship management processes and technology to manage all program relationships and interactions with attendees and potential attendees. Build relationships with attendees to support long term organizational engagement.
- Collaborate with the MBTM Programming Committee toward the development of program evaluations that assess the strengths of the program and to identify areas for improvement. Ensure consistent collection of program data and propose program enhancements based on data review and analysis.
- Assist the Development Manager with identifying local and national grant opportunities and participate in the application process by providing program input, evaluation data, relevant research, and testimonials to support continuous program delivery.

**Qualifications:**

1. Bachelor's degree preferred and two years' relevant experience required.
2. Interest in adolescent development and in engaging boys and men in violence prevention.
3. Knowledge of and sensitivity to issues of domestic, teen dating, stalking, and sexual violence.
4. Experience with curriculum development.
5. Strong public speaking and group facilitation skills with adult audiences both in-person and online.
6. Experience with program marketing and scaling.
7. Excellent planning and organizational skills as well as the ability to prioritize work to meet deadlines.
8. Excellent written and oral communications skills, including strong listening skills.
9. Commitment to promoting shared leadership across the organization and actively contributing to a highly supportive and effective work culture.
10. Ability to work effectively as part of a team and understanding of the concepts of teaming.
11. Digital fluency and ease moving between multiple platforms including Google Workspace, Slack, and Zoom.
12. Familiarity with Maine and Boston communities, youth-serving organizations, and schools.
13. Reliable transportation and willingness to travel within the state of Maine and Boston (valid driver's license and automobile insurance required) to support up to 50% field time delivering programs.

**Compensation:**

- This is a full time (40 hours a week) on site position that reports directly to the Program Director with a yearly salary of \$48,000. We offer partial-pay health and short-term disability insurance, three weeks of paid time off, and 13 paid holidays.

**Organizational Culture:**

Maine Boys to Men is a courageously committed team of people who harness the power of youth and adults to advance gender equity and end all forms of male violence and self-harm.

<p><b>We are a mission-impact- and results driven organization.</b> We genuinely love what we do and believe our work is making a difference.</p>	<p><b>We are becoming known for our ability to create change with support and connection in the world.</b> Things move fast here. We are efficient and prepared, and we offer programming with high value and impact.</p>
<p><b>We aspire to be the best at what we do, and we believe we work better together.</b> We have open communication and personal connections which enable us to apply all our voices in service of our vision.</p>	<p><b>Our work and relationships to each other are rooted in vulnerability, connection, empathy and belonging.</b> We acknowledge setbacks and understand that challenges are inevitable; we mine mistakes for new learning.</p>
<p><b>We treat each other with impeccable respect and over-communicate as often as possible.</b> We practice shared leadership and accountability with equal voice. We all pitch in and help where needed.</p>	

**How to Apply:**

Send a resume; *a cover letter specifically describing your job experience and addressing the above qualifications*, and three professional references by email to Heidi Randall, executive director, at [Heidi@maineboystomen.org](mailto:Heidi@maineboystomen.org)

**Deadline to apply:** February 19, 2023, 5:00 pm EST.

**Job Location:** Portland, Maine

**Start Date:** The ideal start date is March 6, 2023

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.*

All job offers are contingent upon successful background checks.