



POSITION DESCRIPTION

TITLE	Program Manager, Operations
FTE/CLASSIFICATION	1.0 FTE/Exempt
REPORTS TO	Director of Program Operations
SUPERVISES OTHERS	No
COMPENSATION	\$50,263 - \$69,112, plus benefits
EDUCATION	Bachelor's degree in finance, business, public health, nutrition, communications, or related field of study
DESCRIPTION	The Program Manager, Operations leads fiscal, regulatory, and administrative grant management operations support for programming. This position translates fiscal program requirements and provides guidance, training, and support on operational and financial compliance.
LOCATION	Lansing, MI

ESSENTIAL FUNCTIONS

- Oversees all grant award activities, which includes activities prior to receiving the grant award and at the end of each grant contract.
- Supports grantee budget finalization to maintain filing compliance.
- Monitors budget tracking and financial records for expenses to ensure compliance through award activities.
- Manages contract execution processes and ensures invoices are reviewed and correctly allocated for approval.
- Supports the financial year-end close out activities, including grantee and final reporting; review grantee year-end financials and reconciliations; close out financials.
- Creates, implements, and maintains grant tracking tools, systems, and processes to maximize efficiency and effectiveness for program operations.
- Documents the full life cycle of the program, including updates and lessons learned and ensures final deliverables.
- Addresses financial questions related to invoices, expenses, and requests for support.
- Anticipates, identifies, and removes roadblocks throughout the program.
- Supports and delivers training to customers on questions regarding the program's deliverables for quality, maintenance, and distribution purposes.
- Collaborates with partners to enhance and identify successful program engagement outcomes.
- Ensures program compliance is aligned with grant program and funding requirements.
- Refines processes, procedures, and resources for future projects.
- Performs other duties and responsibilities as assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in finance business, public health, nutrition, communications, or related field of study.
- Two or more years of experience in operation's administration, program/project management, grants, or financial compliance.
- Experience with accounting software or proficiency with financial databases.

- Federal grants experience preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of financial grant award activities and fiscal year processes.
- Proven ability to develop and conduct grant compliance risk assessments.
- Ability to communicate fiscal policies to varying audiences.
- Knowledge of grant guidance and regulations, including Uniform Grant Guidance.
- Ability to support compliance for grants and contract.
- Ability to partner with internal customers, external customers, and vendors.
- Excellent critical thinking skills.
- Advanced written and verbal communication skills.
- Advanced skills in Microsoft Office: Word, Excel, PowerPoint, and Outlook.
- Ability to set up, use and host virtual meetings.
- Ability to exercise a high degree of confidentiality and independent judgment.
- Ability to demonstrate integrity and professionalism.

PHYSICAL REQUIREMENTS

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to other accurately (4-6 hrs. daily).
- Hearing – perceiving the nature of sound by ear (4-6 hrs. daily).
- Sitting – remain in a seated position (6-8 hrs. daily).
- Standing – remaining on one's feet in an upright position at a workstation without moving about (1-2 hrs. daily).
- Walking – remaining on one's feet moving around the building without sitting (1- 2 hrs. daily).
- Lifting – raising or lowering an object under 20 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hrs. daily).
- Travel - travel required by car, train and/or plane domestically (up to 10% annually).

BENEFITS AND WORKLIFE BALANCE

- Paid time off starting at four weeks for a calendar year, pro-rated based on start date.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

OTHER INFORMATION

- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course



of general duties.

- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

HOW TO APPLY

Email your cover letter and resume to Kendra Keyes at kkeyes@michiganfitness.org by May 8, 2024, or until a suitable candidate is identified. Include *Operations Program Manager* in the subject line.

Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.

Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.