



## Senior Program Manager

Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate professional to serve as Senior Program Manager. The Senior Program Manager reports to the organization's Deputy Director and works alongside other staff to develop strategies supporting Georgia Watch's mission and impact areas in healthcare access, financial protection, energy equity and civil justice. The Senior Program Manager will assist with planning, implementing, and evaluating existing projects and developing new ones as needed to further the organization's mission.

Founded in 2002, Georgia Watch is the state's leading nonprofit consumer advocacy organization, focused on issues that impact people's wallets and quality of life. The organization uses education and advocacy to help give consumers a strong ally to level the playing field with powerful special interests in the state. We work every day to protect and inform consumers, so all Georgians prosper, and their communities thrive. While we serve all Georgia consumers, we are particularly dedicated to ensuring that the most vulnerable of our population have representation and access to necessary resources and are aware of their rights in the consumer marketplace. To fulfill our mission, Georgia Watch works closely with the public, coalition partners, legislators, regulators, and the media to serve as an advocate as well as a trusted resource for information and guidance. Through education, we seek to help Georgians harness their own power to become effective advocates for themselves.

### Essential Job Functions

- Manage multiple statewide coalitions and associated campaigns; coordinate impact area advocacy initiatives; develop and implement advocacy plans and materials for legislation related to Georgia Watch's impact areas;
- Lead development and implementation of work plans for various program projects; create and maintain project work plans and timelines for program-related activities; manage staff, interns and consultant work on program-related projects;
- Develop written and online resources and workshop curriculum to educate consumers and service providers in program areas;
- Manage research and drafting of organizational publications, such as the Georgia Watch Annual Report, and the development of policy papers and educational resources that accompany program initiatives;
- Lead tracking of grant deliverables and project evaluation; lead communications with national grant managers;
- Draft communications about policy developments and upcoming events for coalition members;
- Track impact data to evaluate the effectiveness of the organization and of each Georgia Watch program as related to that program area's goals and objectives;

- In collaboration with other staff, maintain the grants calendar, prepare grant proposals and timely funder reports, and identify new funding sources;
- Build grassroots support for pro-consumer policies.

### **General Responsibilities**

- Coordinate volunteers for specific projects and help supervise graduate student interns to carry out activities related to program work;
- Contribute to all social media and online outreach, including Georgia Watch blogs;
- Build and maintain contact lists of community partners, consumers, legislators and other key stakeholders;
- Work with staff to coordinate the annual Consumer Champion Award Celebration and other special events and meetings, and
- Support staff in completing additional tasks related to the organization's day-to-day functioning.

### **Position Requirements**

- Bachelor's degree (J.D. or master's degree in public administration, public health or a related field preferred) and three or more years of related work experience, including supervisory experience and project management;
- Passionate interest in consumer issues, including healthcare, consumer energy, personal finance and access to civil justice;
- Outstanding multitasking and time management skills -- must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail;
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment;
- Excellent written and verbal communication skills;
- Ability to connect with a broad cross-section of people, including consumers, funders, policymakers, advocates, and other professionals;
- Advanced knowledge and skills in using Excel, Microsoft Word, and PowerPoint for the creation of project management tools, educational resources, and presentations;
- Previous experience writing grant proposals, grant reports, and policy research papers preferred;
- Some state and local travel is required.

**Salary:** Competitive and commensurate with experience

### **Application Procedure/Deadline**

Interested candidates should submit a resume, cover letter and writing sample by email to Deputy Director Natasha Taylor at [ntaylor@georgiawatch.org](mailto:ntaylor@georgiawatch.org). The posting will be open until the position is filled.

Georgia Watch is an equal-opportunity employer. We recruit and select the most qualified candidates to fill job openings. We actively seek individuals who expand the diversity of the Georgia Watch team.