### Job Title
Manager for Programs and Development

### Employer/ Agency
Institute for Civility in Government

### Job Description
**Summary:**
The Manager for Programs and Development is responsible for the planning, implementation, funding and evaluation of the Institute’s service programs and for developing relationships with key staff in government and with prospective funders. This position will work closely with Institute Co-founders to plan and implement programs that support the organizational vision, ensure financial sustainability, and expand the Institute’s reach and impact. This is a part-time remote position with the potential to grow into full time. Travel is required 10-20% of time and salary commensurate with experience.

### Qualifications
- Bachelor’s degree and at least one year of professional experience in government relations or a related field or a post graduate degree
- Professional experience with non profits and development is helpful
- Knowledge and experience in communications including social media
- Excellent verbal and written communication skills
- Ability to listen and dialogue, including with someone with a different perspective
- Understanding how democratic government works at various levels
- Experience in remaining strictly nonpartisan and developing and maintaining good relationships on both sides of the political aisle
- Experience with grant writing and management is helpful
- Basic proficiency in word processing, email, customer resource management and spreadsheets
- Must be a self-starter and willing to travel and to work some evenings

### Responsibilities:
- Elevate and maintain high and effective visibility and messaging for the Institute through social media, blogging, and other venues
- Participate in budget development and ensure appropriate expenditures remain within budgetary caps
- Build relationships within Congressional Offices and participate in “walking the halls” of Congress to champion the Institute’s mission and objectives
- Create and maintain relationships with potential funders and other civility groups that are based on mutual respect, effective communication, and collaboration. Build relationships with local universities, schools and youth groups to expand our outreach
- Prepare and deliver Civility talks in the Institute’s speaking engagements as requested
- Develop Civility training and speaking opportunities
- Recruit new members

### Job relationships:
- Report to the Executive Director.
- Interacts frequently with Institute staff, government contacts, adult volunteers
- Attends all Board Meetings
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<thead>
<tr>
<th><strong>Salary/Hours</strong></th>
<th>20 hours, Remote</th>
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<tbody>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, TX</td>
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<tr>
<td><strong>Contact Person</strong></td>
<td>Cassandra Dahnke</td>
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<tr>
<td><strong>Contact Title</strong></td>
<td>Co-Founder</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:Cassandra.dahnke@instituteforcivility.org">Cassandra.dahnke@instituteforcivility.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td>Interested candidates should email a cover letter and resume to <a href="mailto:Cassandra.dahnke@instituteforcivility.org">Cassandra.dahnke@instituteforcivility.org</a>. Please include salary expectations in the cover letter.</td>
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<tr>
<td><strong>Opening Date</strong></td>
<td>Open until filled</td>
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