



FAMILY LEGACY

Live transformed.

JOB DESCRIPTION

1. General Job Title: *Excel Beyond Program Manager*

3. Classification: *Exempt*

5. Reports to: *Director of Strategic Programs*

2. Division/location: *Irving*

4. Classification: *Full Time*

6. Revised Date: *February 2021*

6. Basic Function and Scope of Responsibilities: *This position will manage Family Legacy's higher education Excel Beyond program. The Excel Beyond Program Manager will be responsible for all internal and external facing components of the student and sponsor life cycle.*

7. Principal Responsibilities:

- Develop a deep understanding of and commitment to the spiritual mission of Family Legacy Missions Inc (FLMI).
- Represent FLMI in a positive, pleasant manner by providing excellent customer service at all times. Serve as a role model and adhere to Standards of Behaviors. Handle requests and concerns in a friendly, fair and impartial manner. Support the Ministry's mission, vision and values
- Act as interface from Excel Beyond to all other departments within Family Legacy. Act as subject matter expert and provide information and training to other departments on Excel Beyond programs.
- Responsible for high level donor interaction and communications, both written and verbal. Candidate should be well spoken and able to research and coordinate information and provide updates succinctly.
- Interface with Family Legacy Zambia departments to grow and mature the Excel Beyond program, including vendor relationships, process definition and improvements, higher educations student sponsorship and ongoing program implementation.
- Partner with Development team to identify areas for scholarship opportunities and new sponsorship models.
- Candidate should enjoy working in fast paced flexible environment that provides room for growth and new ideas.
- Manage budgets for Excel Beyond (calculate sponsorship rates, forecast costs based on department growth, audit student sponsorships to track donations, work with Zambia and accounting team on non-budgeted expenses)
- Manage large complex projects across departments, including documented project plans and deliverables.
- Candidate will need to be available to travel to Zambia no more than twice per year for at least two weeks each time.
- Other duties and functions as assigned reasonably associated with the position

Expectations:

- Proficient with Excel (formulas, VLOOKUP's, pivot tables a plus), Microsoft suite of products
- Excellent written and verbal communication skills
- Customer service (timeliness of response, going the extra mile for donors)
- Project Management experience (Timelines, deliverables, actionable items, responsibilities)
- Willing to make multiple trips to Zambia if needed in a calendar year
- Assist with Camp Life and other initiatives as needed

Fit:

- Multi-tasking (able to handle multiple projects and deliverables at one time)
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- Service oriented
- Energetic and able to think outside the box for solutions
- Self-motivated / Flexible (able to change course on ideas and projects as needed)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

8. Education Requirements:

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| <input type="checkbox"/> High School Diploma or GED | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

9. Training, Skills, Knowledge and/or Experience:

- Strong interpersonal/human relation skills
- Strong verbal and professional written communication skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to demonstrate flexibility and adapt to various situations
- Ability to maintain high level of confidentiality
- 3-5 years of relevant work experience required

10. Supervisory Responsibility:

- No supervisory responsibility
- Provides guidance, leadership, or training to other employees or volunteers (no direct supervision)
- Directly responsible for supervising non-exempt, clerical, office administrative personnel or volunteers
- Directly responsible for supervising exempt, professional, technical employees or volunteers
- Directly responsible for supervising supervisory/managerial employees or volunteers

11. Working Conditions:

Physical surroundings: Computer, calculator and general office equipment.

Adverse working environment While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Physical Effort:

- FLMI required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. FLMI lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. FLMI, reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

