



## **USHCC Educational Fund Programs Manager – Full Time Position**

### **Washington, D.C. Office**

#### **Position Summary**

The United States Hispanic Chamber of Commerce (USHCC) is searching for a mission driven and results oriented Programs Manager to lead the operations process, execution, and management of the USHCC's key programs and initiatives.

The Program Manager will conduct the USHCC Educational Fund 501(c)(3) programs deliverables and also provide project management support to USHCC 501(c)(6) programs, working in partnership with the Senior Vice President (SVP) of the USHCC Educational Fund and team members across the organization.

Serving as the strategic operations partner for program deliverables, the Programs Manager will report to the SVP of the USHCC Educational Fund and play a vital role in contributing to meet the needs of the USHCC's priorities: building capacity, securing contracts, and fostering connections for Hispanic business growth.

This position will work closely with the SVP of the USHCC Educational Fund and will be responsible for managing federal and corporate grants, providing accurate impact reporting, optimizing grant administration processes, guiding the team on grant compliance expectations, and operationalizing program requirements with strategic planning, budgeting and execution.

#### **Responsibilities**

- Serve as the leading staff overseeing federal and corporate grant programs under the 501(c)(3) entity in coordination with the Senior Vice-President of the USHCC Educational Fund.
- Provide project management support to the USHCC 501(c)(6).
- Serve as a spokesperson and resource on interactions with program partners.
- Help execute and provide small business technical assistance and training sessions.

- Develop and implement program strategies.
- Monitor contracts and grant disbursements to awardees to ensure all activities and funding requirements are met in compliance with the program goals.
- Manage program budgets and reporting.
- Liaise with the marketing and communications team to increase awareness of programs.
- Actively participate in program-related events and meetings as requested.

## **Qualifications**

- Bachelor's degree in business administration, project management, or a related field is required.
- Methodical and strategic thinker.
- 3-4 years of proven experience in nonprofit program management and development.
- Experience in the non-profit sector is preferred but not required.
- Considerable knowledge of leadership skills for the management and supervision of the program activities.
- Possess exceptional time management skills: ability to juggle and manage several deadlines and turn-around quick deliverables is expected.
- Strong written, oral, interpersonal, and presentation skills.
- Proven knowledge of the community and the ability to build consensus and support.
- Energetic, flexible, collaborative, results-oriented, and proactive; a team player who can positively and productively impact strategic and tactical finance and administrative initiatives.
- Solid proposal drafting, analysis, and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.

## **Benefits Include**

- Medical, dental, and vision insurance.
- Paid federal holidays.
- Paid time off (PTO).
- 401K.

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law

## **About USHCC**

The United States Hispanic Chamber of Commerce (USHCC) is a nonpartisan and pro-business advocacy 501(c)(6) nonprofit organization that actively promotes the economic growth, development, and interests of more than 5 million Hispanic-owned businesses, that combined, contribute over \$800 billion to the American economy every year. It advocates on behalf of its network of more than 260 local chambers and business associations nationwide, and also partners with over 160 major American corporations.

The USHCC Educational Fund is a 501(c)(3) that is the educational programming, research, leadership development, philanthropic and supportive arm of the United States Hispanic Chamber of Commerce (USHCC) 501(c)(6).

The USHCC was founded in 1979 is the largest Hispanic business advocacy organization in the United States. The USHCC Educational Fund provides programming to help scale, build capacity and leadership opportunities for our Hispanic entrepreneur ecosystem including Hispanic Chambers, Hispanic Business Enterprises and committed corporate partners across all sectors.

**To apply for this role, please send a cover letter and resume to [Careers@ushcc.com](mailto:Careers@ushcc.com).**