



Job Description: IDEAS Program Manager

Classification: Full-Time, Exempt (Grant funded thru December 2028)

Department: Business Development Office

Work Modality: In-person, onsite at the Kansas Leadership Center

Reports to: Chief Business Development Officer (interim until [Director of Philanthropic Partnerships](#) is hired)

Supervises: N/A

Travel Requirement: Regular travel required for training or business purposes (may include night and weekend travel)

Position Summary

The JFF Manager supports KLC's philanthropic strategy by coordinating and management, stewarding partner relationships, and ensuring timely, accurate execution of proposals and reports for the Jobs For the Future Initiative. This role is highly collaborative and detail-oriented, working closely with the Director of Philanthropic Partnerships (*to be hired*), WSU Tech administration, and local high school representatives.

The primary responsibilities include operational management, partnership development, and student support.

The JFF Manager owns the day-to-day systems that facilitate faithful implementation of the funded proposal. Evidence of success is the development of two strategies that connect community colleges, high schools and community-based organizations to provided robust advising and supports to students by the end of the second year.

Key Responsibilities

Relationship & Strategy Support

- Support development and implementation of strategies to grow KLC's relationships with Kansas school districts offering dual enrollment services
- Help maintain trust-based relationships with community colleges and participating high schools or other hub partners, through consistent communication, responsiveness, and accurate documentation.
- Help maintain trust-based relationships with funder, through consistent communication, responsiveness, and accurate documentation.
- Adapt the Hub Framework to the Kansas secondary/post-secondary context.
- Partner with WSU Tech to launch, staff and implement the adapted Hub Framework.

- Visit established Hubs and monitor progress towards goals and objectives.
- Partner with WSU Tech to plan support for dual enrollment instructors.
- Consults and supports retention and completion activities at HUB sites.

Initiative (Funded Proposal) Management

- Project manage end-to-end grant lifecycle for awarded grants: timelines, deliverables, approvals, and submission logistics.
- Establish and maintain the grants calendar (deadlines, reports, renewals) and ensure timely, compliant submissions.
- Track grant requirements and outcomes; collect data, stories, and budget actuals for reporting; ensure funder-specific coding and documentation are accurate.

Collaboration & Internal Communication

- Work with Finance and Operations to align budgets, invoice coding, and grant compliance; reconcile documentation and ensure audit-ready records.
- Maintain KLC's philanthropy CRM data integrity: contacts, interactions, proposals, awards, and reporting history.

Measurement & Continuous Improvement

- Document funder preferences, requirements, and lessons learned; recommend process improvements to strengthen proposal quality and reporting accuracy.
- Contribute to evaluation efforts by collecting impact stories, participant outcomes, and stakeholder testimonials.
- Attend bi-monthly virtual learning opportunities.
- Attend twice-a-year Communities of Practice events as part of the Pathways to Prosperity Network.

Other Duties

- Support events, site visits, and funder briefings.
- Perform other duties as assigned to advance KLC's philanthropic goals.

Qualifications & Experience

- Bachelor's degree required; relevant graduate coursework or certification preferred.
- Knowledge of policies and processes related to dual enrollment.
- Prior teaching, district leadership, or secondary education experience.
- Excellent oral, writing and editing skills with the ability to synthesize complex programs into clear, persuasive content.

- Experience coordinating grant reporting and budgets; familiarity with funder compliance requirements.
 - Proficiency Microsoft Office (Word, Excel, PowerPoint); comfort with dashboards and basic data analysis.
 - Highly organized project manager with attention to detail, deadlines, and cross-functional coordination.
 - Collaborative mindset and strong relationship skills; able to engage diverse stakeholders with professionalism.
 - Commitment to KLC's mission and values; thrives in a fast-paced, learning-oriented environment.
 - Must use reasonable and informed practices to limit the liability exposure of the institution, its officers, employees, and agents.
 - Experience in career advising, academic advising, minority concerns, learning styles/study skills, retention, and recruiting – preferably at the community college level.
-

Core Competencies

- **Project Management:** Plans work, manage timelines, and drives accountability across multiple stakeholders.
 - **Communication:** Clear, concise writer and communicator; strong ability to tailor messages for external and internal audiences.
 - **Analytical Rigor:** Translates program outcomes into funder-aligned metrics; ensures accurate coding and reporting.
 - **Relationship Stewardship:** Builds trust through reliability and thoughtful follow-through.
 - **Adaptability:** Navigates changing funder priorities and internal needs with resilience and solution orientation.
-

Success Indicators (First 12 Months)

- Shared goals and vision regarding dual enrollment across districts
- Consistent dual enrollment costs across districts, ideally no direct cost to students.
- Minimum of 12 credit hours clearly aligned to a postsecondary degree or credential available to students in districts.
- Portfolio of strategic dual enrollment coursework that includes both academic and career-focused courses mapped to LMI
- Shared staffing plan across the Hub and districts to ensure students have equitable access to advising supports and high-quality instruction

- Recruitment of first-generation and students experiencing poverty prioritized through the development of a shared recruitment and family engagement plan across districts
-

Equal Opportunity Statement

KLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.