

**Title:** Program Manager, Fund for Education Abroad (FEA)  
**Job location:** Washington, DC or Baltimore, MD metro areas  
**Work Conditions:** Hybrid – expect at least one day on site in DC office  
**Supervisor:** FEA Executive Director  
**Status:** Full-time, salaried, Exempt  
**Salary:** \$60,000-62,000  
**Link to apply:** <https://app.smartsheet.com/b/form/916e764eeff140ceabfa35bbcc9ae573>  
**Priority App. Date:** April 21, 2023 by 11:59pm EST

### Description of the Position

The Program Manager (PM) is a high-impact, essential member of the team of changemakers at the Fund for Education Abroad. The PM oversees the scholarship application and review process and facilitates communications and public relations activities for FEA. The PM serves as principal liaison to FEA scholars and alumni, as well as to university contacts and financial aid offices from our applicant's institutions. In addition, the PM supports development and fundraising activities including FEA events, communications, collateral, brand promotion, and social media engagement. The PM is the primary supervisor of the Program Coordinator (PC) and interns. The PM is an excellent writer, strategic, organized, attentive to detail, motivated to activate groups toward a greater good, and passionate about increasing access to international education for more American students. As FEA grows, successful candidates in this role can expect opportunities for increased responsibility.

### Responsibilities

#### Scholarship Application and Review Process (40%)

- Manage the scholarship review process, including application management, review training and coordination, scholarship applicant queries, coordination of review scoring and determining proposed finalists.
- Serve as the primary liaison with FEA's application management software organization
- Report scholarship updates to Board of Trustees and Board Committees

#### Communications & Collateral (25%)

- Following the strategic and annual plan, oversee annual communications, disseminating FEA-related stories from news sources, students, and alumni, via the website, newsletters, annual reports, group presentations, and social media to further FEA's mission and goals
- Manage FEA's Email Service Provider (Constant Contact) and other related communications software
- Collaborate with the PC and interns to produce strategic print, web, email, social media, and communications and develop templates for use by other staff
- Collaborate with pro bono PR team to deepen donor engagement and support of FEA
- Serve as point person for the FEA website (WordPress)
- Oversee brand engagement and ensure constituents' understanding of brand guidelines
- Report on communication and event effectiveness through surveys, data analytics, and market segmentation
- Support Executive Director in communications to Board, including developing Board meeting agendas and reports to Committees

### **Access Partner Advisory Board (15%)**

- Assist the Executive Director in coordination of the Access Partner Advisory Board, ensuring participant recognition, delivery of benefits, and engagement in the FEA mission
- Work with management and board leadership to grow the Access Partner program for institutional partners
- Assist in the coordination of AAB meetings (generally held twice a year), take meeting minutes, and communicate regularly to the group and promptly with individualized responses
- Manage participants' expectations to ensure the pipeline of applicants is known as early as possible
- Analyze data and compile Access Partner data reports from the application software
- Develop and strategize social media promotion of Access Partner program

### **Alumni Activities & FEA Events (15%)**

- For the Scholar Gala, ensure strategic promotion through a communications plan and manage creation of event and auction collateral
- Serve as point person for alumni leadership programming, set the alumni conference theme, request presentations/sessions, and invite panelists
- Oversee alumni conference project planning and logistics
- Engage FEA Alumni and Access Partners in the conference and gala
- Oversee planning of FEA-related regional events and conference participation
- Update FEA Alumni social media pages (FB, LinkedIn) in coordination with PC and interns

### **Jumping in as Needed per a Small Team (5%)**

- Stuffing mailings, running errands, answering the phone, etc.

### **Requirements**

- B.A./B.S. degree or higher in any field
- 3 years project management or scholarship/non-profit administration experience
- Microsoft Office skills
- Excellent written and verbal communications skills
- Experience and proficiency with a range of social media platforms
- Exceptional organizational skills and attention to detail
- Ability to multi-task
- Hybrid work model, with expectation of up to 25% of time in-office

### **Bonus Skills/Experience**

- Experience with WordPress, Canva, and/or Constant Contact
- Previous supervisory experience
- Experience with email marketing management and online analytics
- Familiarity with fundraising
- Study abroad or international exchange experience
- Event planning experience

### **Description of the Organization**

Based in Washington, DC, the Fund for Education Abroad is a private 501(c)(3) founded in 2010. Our mission is to provide scholarships and ongoing support to students who are underrepresented among the U.S. study abroad population. FEA makes life-changing, international experiences accessible to all by supporting students with financial need who are people of color, community college, and first-generation college students. FEA is an independent non-profit, housed within the Washington, DC offices of Academic Travel Abroad.

FEA remains the only national non-profit study abroad scholarship provider funded exclusively through philanthropic support. FEA shares ATA's commitment to diversity, and works to maintain a welcoming, non-discriminatory office culture. We welcome qualified applicants of all backgrounds to apply. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Please submit your resume and a cover letter [through our application portal](#). For best consideration, please apply by April 21, 2023 at 11:59pm EST.