



**CARDINAL EDUCATION  
POSITION DESCRIPTION  
Program Manager  
Reports to: Cardinal Education Board of Directors**

**General Definition of Work**

The Program Manager is responsible for developing, coordinating and improving the internal and external programs of Cardinal Education. The Program Manager will work across the consortium of university members that make up Cardinal Education to develop and deliver programs and support services that align with the organization's strategic vision and mission.

**Primary Services to be Provided**

There are a range of services required of the Program Manager. They include, may may not be limited to:

- Implementation of the approved FY 26 strategic work plan (attachment A).
- Annual review and update of the Cardinal Education strategic plan, marketing plan, and Policies and Procedures manual
- Working with the Cardinal Education Directors to prepare an annual report
- Schedule, oversee logistics and lead all applicable meetings and conferences, including Director's meetings, the Cardinal Education annual meeting, Cardinal Education advisory board, Cardinal Education administrator meetings and meetings with SCHEV
- Developing and implementing marketing and communications strategies to increase awareness of Cardinal Education and maintain active and effective communication with stakeholders.
- Identify, develop, expand, and strengthen collaborative partnerships with both industry and university partners.
- Coordinating and running events and workshops
- Gathering feedback and presenting insights that support expanding and enhancing the quality of program offerings
- Manage centralized services budget and reporting

**Knowledge, Skills and Abilities**

- Ability to understand science and engineering education and related fields of study.
- Ability to develop and implement comprehensive strategic plans.
- Meeting facilitation and groups consensus building skills



- Familiarity with the state political process, academic political process and infrastructure
- Project management skills
- Ability to collect, organize and analyze data.
- Exceptional written and verbal communication skills; ability to express complex ideas effectively.
- Ability to establish and maintain effective working relationships with business, education and industry stakeholders, the public, elected officials, and subordinates.
- Ability to develop and manage a budget.
- Ability to collect and vet ideas and garner concurrence of program stakeholders
- Grant and fundraising skills would be preferred

### **Education and Experience**

- Graduation from an accredited four-year college or university with a bachelor's degree is required. Degree in science, engineering, public policy, business administration or related fields is preferred.
- A minimum of 5 years successful experience in management or a leadership position in programs, administration, staffing a board, financial, or education organization is expected.
- Demonstrated experience with the science or engineering community is preferred.
- Demonstrated experience with academia is preferred

### **Physical Conditions and Nature of Work Contacts**

The program manager will be a part-time contract position with the actual time requirement to be determined by the Board and the approved work plan. Work is typically performed in an office setting with occasional extended periods of time at computer terminals. Occasional need to travel within Virginia overnight will be required.

Compensation is negotiable based on experience and background of the contractor and the expectations from the approved work plan.

### **Attachments**

- Current Cardinal Education Strategic Plan Summary