

PROGRAM MANAGER POSITION

JOB DESCRIPTION

SENT, a social venture that builds communities of Catholic entrepreneurs to contribute to the renewal of the Catholic Church, is seeking an energetic, organized, highly entrepreneurial leader to join our team as a Program Manager. This leader will support project and program design, implementation, administration and management, and help lead SENT through its early growth phase. We are looking for someone with strong leadership skills, the ability to manage multiple projects and initiatives, an entrepreneurial mindset, and a deep commitment to living and evangelizing the Catholic faith.

The Program Manager will lead operational functions of the organization and the various collaborative initiatives of SENT with external partners. This position will require a strong focus on resource development and information sharing, creating networking and education opportunities for community members, project management, and business development initiatives within SENT.

KEY RESPONSIBILITIES

- Collaborate with Founder to build organization through partnerships, entrepreneur engagement, and entrepreneurship ecosystem development
- Work closely with the Founder on organizational goal setting, planning, execution, and evaluation
- Co-create and support organizational strategy development and implementation
- Develop and implement key organizational processes and systems to drive operational efficiency
- Lead integration of technology systems, resources, and tools
- Support CEO interface with Board of Advisors and Directors

- Lead development and execution of future SENT Community recruitment, launch, and community management
- Support and manage development efforts, including process, system, and collateral material development
- Maintain and utilize various administrative, communication, and project management systems (including e-mail, databases, listservs, social media, project management tools, etc.)
- Manage a portfolio of projects and oversee various projects coordinated through the organization
- Collaborate with the team to design and implement project work plans that originate out of SENT's strategic plan to achieve deliverables within agreed upon timeframes
- Facilitate and direct multiple cross-functional workgroups and teams
- Act as liaison between internal and external stakeholders to resolve issues and create action plans for success
- Provide direction, support, guidance, and mentoring to personnel assigned to projects to increase their understanding of the project management process and promote their professional growth
- Train and educate SENT staff on proven project management techniques
- Develop and implement plans to address revisions to policies or business practices identified through project initiatives and required to sustain desired outcomes
- Provide input on staff's performance as it relates to their involvement in projects

IDEAL CANDIDATE

The ideal candidate will be committed to SENT's mission and have 2-5 years of experience in operations and project execution. SENT's mission is to support Catholic entrepreneurs so a desire to practice the Catholic faith and support Catholic leaders is important. Desired experience includes:

- **Entrepreneurial and execution experience** – Entrepreneurship experience and/or working directly with entrepreneurs highly valued, particularly through an accelerator, incubator, or developing entrepreneurial ecosystems. Experience across sectors, including entrepreneurial, nonprofit, and corporate is valued.
- **Results** – Proven track record of exceeding goals; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen, including the ability to balance the delivery of programs against the realities of the budget; problem solving; creative resourcefulness
- **Technology capabilities** – experience and interest in leveraging technology tools, resources, and systems for reach, scale, and performance.
- **Strong communicator** – Excellent written and oral communication skills.
- **Detail-oriented “doer”** – High level of initiative and follow-through with excellent organizational skills and attention to detail.
- **Action-oriented** – Enjoys working hard and working towards stretch goals; able to act and react as necessary, even if limited information is available.
- **Team player** – Comfort and collegiality in working within a small team.
- **Strategic Vision and Agility** – Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plans.
- **Networking** – Ability to build an extensive professional network
- **Catholic Faith** – Seeking to live and grow in Catholic faith and contribute to renewal of Catholic Church through mission and evangelization efforts

SENT’s unique and innovative vision for Catholic Church revitalization combined with its strong and experienced management team will make this an exciting opportunity for the right candidate.

HOURS AND LOCATION

This position is a full-time opportunity. Preference for candidates to be physically located in the Washington DC area. However, remote work is a possibility for the right candidate, particularly in the first year. Compensation will be commensurate with experience. Because SENT is an early-stage organization, we are looking for the right candidate to be part of our founding story and be willing to build the organization and grow with it. Therefore, compensation will have high growth potential as the organization expands. The position will be a contract for the first year with the opportunity to move into a salaried position.

Application Open: Immediately

Learn more about SENT: sentventures.com

If interested, please submit inquiry with resume to: hello@sentventures.com

ABOUT SENT VENTURES

SENT Ventures was founded in 2019 as a non-profit social venture to serve Catholic entrepreneurs and leaders by helping them grow their enterprise in a way that integrates deep Catholic spirituality in community. While secular startups and social ventures have massive ecosystems of support, very few resources exist to support innovative Catholic initiatives. SENT exists to change that by helping Catholic entrepreneurs and leaders grow their ventures in a way that integrates deep Catholic spirituality with a community of peers.

After over 100 interviews, SENT discovered that Catholic leaders and innovators want stronger access to resources and networks, greater strategic guidance, help with goal setting and accountability, community, and ongoing spiritual development. To address these needs, SENT began developing communities of Catholic leaders and entrepreneurs to enable them to grow professionally, personally, and spiritually in a group of peers.

So far, SENT has supported over 50 Catholic entrepreneurial leaders and founders across the US, including initiatives such as Exodus 90, Hallow, Mission Advancement Partners, and many others. In Summer 2020, SENT partnered with the OSV Institute and the University of Notre Dame to develop the [world's first Accelerator for innovative Catholic initiatives.](#)

APPLY TODAY

by sending an inquiry with your resume to hello@sentventures.com

LEARN MORE by visiting our website sentventures.com